



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
December 18, 2019**

1. Call to Order

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Melissa Agosta, President, at 7:00 p.m.

2. Roll Call by Trustee, Bill Lawler

Library Board

Melissa Agosta, President
Craig Messerknecht, Vice President
Geoffrey Wood, Treasurer
Kat Dooley, Secretary (Absent and Excused)
Bill Lawler, Board Member
Tara Michener, Board Member
Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (Absent and Excused)
Tarun Tangirala, Student Representative (Absent and Excused)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the overview of the Agenda as presented.

1st – Tara Michener

2nd – Craig Messerknecht

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the regular meeting minutes from November 20, 2019 meeting.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

B. Approval of Claims and Warrants

A motion was made to approve the Claims and Warrant 585.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

6. Correspondence

A. Email from: Awsaf Gazi re: Applicant Day for Census 2020

B. Email from: Natalie McLaughlin re: Library Tour & iCube Demonstration for Employees at Novi Community Financial Credit Union.

C. Facebook Post: iCube demonstration on December 10, 2019.

On page 17 is a photo of Librarian, Mary Robinson with iCube guests. Director Farkas mentioned that the iCube has been busy with glass etching as the community is exploring Holiday crafting opportunities.

Trustee Michener encourages the community to use the kits to help explore your creativity in the iCube.

7. Presentation/Special Guest

A. None

8. Public Comment

Mr. Duchesneau, resident of Novi, approached the podium and thanked the Library Board for the contributions they make to the City and progress in the International youth collection. However, Mr. Duchesneau strongly suggests that the Library continue to significantly increase the international juvenile book collection and is requesting 500 books for each major language (with respect to residents in Novi). Emphasis placed on Japanese juvenile book collection as the City has a substantial Japanese population.

The volume of DVD's is outstanding, however; the system lacks the ability to identify the DVD's that are in a foreign language or that have subtitles in a foreign language. Mr. Duchesneau would like to see an online search that is able to list all DVD's in a specific foreign language (i.e. Japanese or German, etc.) with subtitles.

9. Student Representatives Report

The Student Representatives report can be found on page 18 of the December 18, 2019 Library Board packet.

10. President's Report (Melissa Agosta)

A. 2019-2022 Strategic Objectives (3 year plan)

The Strategic Objectives can be found on page 19 of the December 18, 2019 Library Board packet.

- o President Agosta shared with the Trustees that the Strategic Goals were presented City Council and the Library received positive feedback from the City.

B. 2019-2020 Goals Update (July, October, January, April) N/A

C. Budget Planning Sessions:

Thursday, January 9th 4-7pm (Pizza Dinner Served) – 2nd floor Board Room

Tuesday, January 21st 4-5:30pm – 2nd floor Board Room (Absent: Yu, Wood)

Thursday, January 23rd 7:00pm Regular Meeting, Budget Approval.

D. 2 Library Board Trustee seats are up for re-appointment in March 2020. The City Clerk will be reaching out for applications in late December/early January.

11. Treasurer's Report (Geoffrey Wood)

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 21-23 of the December 18, 2019 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 24 of the December 18, 2019 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Revenue and Expenditure Report can be found on pages 25-28 of the December 18, 2019 Library Board packet.

- Revenue ending November 30, 2019 was \$3,070,737.
- Expenditures ending November 30, 2019 was \$1,207,665.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 29 of the December 18, 2019 Library Board packet.

- Revenue ending November 30, 2019 was \$17,604.
- Expenditures ending November 30, 2019 was \$6,117.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 30 and 31 of the December 18, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of November 30, 2019 was \$3,957,930.
- Ending Fund Balance for Fund 269 as of November 30, 2019 was \$1,687,573.

Trustee Lawler inquired about the vendor Millennium Business. This vendor supplies copy machines to the Library.

12. Director's Report

The Director's Report can be found on pages 32-52 of the December 18, 2019 Library Board packet. Staff members celebrating anniversaries in December are:

- Kelly Kolchuk – Information Services – 18 years
- Dorothy Manty – Information Services – 17 years
- Kathleen Alberga – Information Services – 7 years
- Aisar Taja – Support Services – 7 years
- Linda Olshansky – Support Services – 1 year

Directors Report Summary

- At the bottom of page 32 is an example of a comment card that can be found in 3 different locations for Library guests to complete. An asterisk was added that the comments are subject to sharing in library and public documents.
- On page 33 is the Annual Report with updated information under statistics, the items checked out are 937,715 this now includes downloadable material. The visits decreased and are 463,818.
 - Director Farkas personal goal is for the Library to reach 1 million items checked out. It is an exciting time as the Library approaches that goal.
- On page 35-45 is a presentation Director Farkas gave to the City of Novi's leadership team.

- On page 46 and 47 is information on upcoming programs. The Library is partnering with the Chamber to bring in Richard Sheridan, the CEO of Menlo Innovations. This is a Lunch and Learn event that will be held at the Novi Civic Center.
- On pages 48-51 is the December eNewsletter.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 53 and 54 of the December 18, 2019 Library Board packet.

B. Facilities Report

The Facilities Report, provided by Keith Perfect is on page 55 of the December 18, 2019 Library Board packet.

C. Information Services Report

The Information Service Report is found on pages 56-59, prepared by April Stevenson.

D. Support Service Report

The Support Services report is found on pages 60-61, prepared by Maryann Zurmuehlen. Included on page 61 is a Lending Library Update prepared by Eva Sabolcik.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 62-70.

F. Friends of the Novi Library

N/A

G. Novi Historical Commission – October 16, 2019 Meeting Minutes

The Novi Historical Meeting Minutes from October 16, 2019 can be found on pages 71-73.

H. Bits & Pieces

The Library Board Calendar is on page 74 of the December 18, 2019 Library Board packet.

Trustee Michener inquired if the Library guest visits include after-hours programs. Director Farkas acknowledged that this number does include after-hour programs as the counter is always on.

13. Committee Reports

A. Policy Committee: Review current public policies for the Library

(Michener-Chair, Agosta)

- Internal Policy Committee meetings with library staff began on October 7, 2019. Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - Nothing new to report

B. HR Committee: HR Policies, Director Review, Salary Study

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff Satisfaction and strategic planning survey on hold until further notice
- Internal HR Committee meetings with library staff began on September 17, 2019. Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Jessie Schenk, Kirsten Malzahn and Christopher Nadeau.
 - Nothing new to report

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Wood – Chair, Messerknecht, Lawler)

- Committee met on Monday, September 23, 2019 to discuss Endowment and Financial Policy. Committee members are reviewing the current policy and will recommend changes.
- Café added a rewards program for future purchases (10 points = \$2.00 off a purchase, 20 points = \$8.00 off a purchase) and a gift card option.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. Bingo game launched in November. Great responses from Facebook followers and guests to date. There has been a winner each week since the initiative started. Committee received a 2nd draft of the Marketing Plan to review. Marketing Plan will come to the Library Board for approval in January 2020.
2. Library/ Community Events attended by Library Board Members in the Last Month:
 - December 6: Light up the Night: Michener, Yu, Agosta
 - December 7: Evening of Appreciation: Messerknecht, Agosta, Michener, Yu
 - December 9: Annual Report & Strategic Plan Presentation to City Council: Agosta
 - December 11: Deerfield School planning meeting for March is Reading Month: Michener

President Agosta thanked Sheryl Walsh, the HR Team and the City of Novi for the fabulous Light up the Night and the Evening of Appreciation events.

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu)

- Completed. Presented to the City Council on Monday, December 9th, information was made available to library staff, throughout the library and on various social media outlets. Julie is planning a cable spot on Beyond Books in January to discuss.

F. Building/Landscape Committee: Café Services, Entrance project, Lending Library, Youth renovation, Teen renovation

(Messerknecht – Chair, Lawler, Wood)

- Lending Library Kiosk – Request to library Board to close on a Friday in early May (tentatively May 1, 2019) for an All Staff Training Day instead of in August 2020 was approved at the August 22, 2019 meeting. A focus group was held at Fox Run on December 4, 2019 and surveys were solicited at Light up the Night. See page 61 for a detailed report of meetings by Eva Sabolcik.
- Library Van – A meeting occurred on Thursday, September 12, 2019 to discuss a van wrap design for the new vehicle. Pricing will be submitted in the next month to review. A design was submitted and is currently being review. No costs have been submitted at this time.
- Main Doors Entrance Area- 3 meetings have occurred with a vendor for design work, City of Novi Building Dept. and Novi Fire Dept. to look at a temporary solution (winter months) for an enclosure at the main entrance to cut down weather elements in the building. A rendering of the space was received and shared in the November packet. A second draft of the design has been received. No cost estimates have been received at this time. Director Farkas is trying to put a meeting together for Monday, December 16th at 8:30am for city of Novi Building Dept. and Fire Dept. to review the second drawing.
 - Trustee Messerknecht received his copy of the Engage magazine and encourages all the patrons and the residents to read the article about the Library Café.
 - Trustee Wood asked if there was a resolution regarding the Café name. Director Farkas will follow up on this.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
 - Nothing new to report.

14. Public Comment

There was no public comment.

15. Matters for Board Action

None

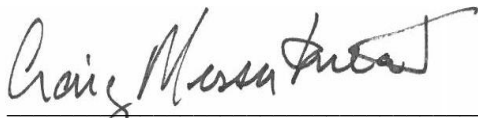
16. Adjourn

A motion was made to adjourn at 7:24 p.m.

1st— Tara Michener

2nd—Torry Yu

The motion passed unanimously.



Craig Messerknecht, Vice President

January 23, 2020

Date