



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 20, 2016**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
John Lesko, Vice President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
William Lawler, Board Member
Tara Michener, Board Member
Doreen Poupard, Board Member

Student Representatives

Ruchira Ankireddygari (Absent and Excused)
Cindy Huang (Departed at 7:07 p.m.)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

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 Mark Sturing, President, at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the Approval and Overview of the Agenda.

1st – Doreen Poupard
2nd – Ramesh Verma

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L538

B. Approval of Regular Meeting Minutes – December 16, 2015

A motion was made to approve the Claims and Warrants L538 and the Meeting Minutes from December 16, 2015.

1st – Craig Messerknecht

2nd – John Lesko

Trustee Poupard abstained from voting.

The motion was passed with a majority.

5. Correspondence

There was no correspondence.

6. Presentation

There was no presentation.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on page 15 of the January 20, 2016 Library Board packet.

- Teen Space had 659 attendees for the month of December. An average of 30-40 students attend on a daily basis. The numbers frequently run higher in December and January because cold temperatures bring more teens inside.
- The DIY Mason Jar Cookie Mix program was held on December 17, 2015.
- Upcoming teen events:
 - Introduction to Robotics was held on January 16, 2016.
This is a program put on by Club Z. Club Z used the Library's space for their event. Ms. Farkas reported the attendance was low.
 - A Teen Advisory Board meeting is to be held on January 22, 2016.
 - A Financial Aid for College program is to be held on January 26, 2016.

9. President's Report

A. Biography Doreen Poupard

Trustee Sturing welcomed Trustee Doreen Poupard to the Novi Library Board. Trustee Poupard was appointed by Mayor Bob Gatt and Council members on December 21, 2015 and will serve until March 1, 2018. Trustee Poupard has an extensive background in education as well as a degree in Library Science. She is active in the community and has served on many Boards, including one year on the Novi City Council. Her resume can be found on page 16 of the January 20, 2016 Library Board packet.

B. Goals Update December, 2015

Ms. Farkas explained that each spring she and the Library Board set goals, strategies and tactics for the library staff to strive to achieve over the next fiscal year.

1. **Goal #2 Strategy:** Partner with City of Novi and Novi School District.
 - Ms. Farkas explained how the Library is assisting the City of Novi with upcoming elections. The Library posts information about upcoming elections, election volunteer opportunities, as well as allowing the Novi Library to be used as a voting precinct.
2. **Goal #3 Strategy:** Library Board Trustees participate in City events.
 - Ms. Farkas, Trustee Sturing, and Trustee Verma attended the City Council meeting held on December 21, 2015 to present the annual budget. Ms. Farkas and Trustee Sturing attended the City Council Early Budget Input session on January 8, 2016.
3. **Goal #4 Strategy:** Increase/Implement programming opportunities for each patron group.
 - The slides that play on the TV monitor in the Teen Space have been changed to display only the teen activities going on in the Library.
4. **Goal #4 Strategy:** Maintain current collections and services.
 - Story Time-To-Go was created by youth librarian Kathleen Alberga. She created bundles of picture books related to a theme that can be checked out as one complete bundle.
 - 627 responses came in as a result of the annual survey that was available to take in November, 2015.
5. **Goal #5 Strategy:** Increase awareness of services, collections, programs and technology.
 - Ms. Farkas reported that the Library hosted the American Business Women's Association (ABWA) on January 6, 2016 for the unveiling of a new women's book collection. The ABWA gave \$500.00 toward this collection to be used to purchase women's historical books. Over 34 books have been purchased for this collection. The response from the public has been very good.
6. **Goal #7 Strategy:** Provide convenient access to collections, programs and services.
 - Ms. Farkas confirmed that the traffic study was conducted on January 14, 2016 from 11:00 a.m. to 7:00 p.m. The results are not yet available, but she assured the Board that the time-frame for the work being done remains unchanged.
 - Trustee Poupard expressed her thanks to the Novi Library for remaining open for Martin Luther King Day on Monday, January 18, 2016. Ms. Farkas said that for the last three years the Library has remained opened on this day, and it provides a great opportunity to reach out to the community and host programs.

10. Treasures Report

A. Library Budget Fund 268-2015-2016

The Library Budget Fund 268 can be found on pages 29-31 of the January 20, 2016 Library Board packet.

- Trustee Messerknecht reported that the budget for fund 268 remains unchanged. With revenue of \$2,673,181.00 and expenditures of \$3,087,745.00, the Library will need to consume \$414,564.00 of the fund balance for this fiscal year.

B. Library Fund 268 Expenditure & Revenue Report (December 31, 2015)

The Fund 268 Expenditure & Revenue Report can be found on pages 32-34 of the January 20, 2016 Library Board packet.

- Revenue increased a little over \$7,000.00 for the month of December. The majority of the revenue came from book fines and meeting room rentals. The year to date revenue through December is \$2,688,000.00 which is about \$15,000.00 ahead of what was projected.
- Expenditures increased by \$183,000.00 in the month of December. Salaries, insurance, and social security made up much of these expenditures. Through six months of the fiscal year, expenditures are tracking positive with a total of about \$1,327,000.00 which is 43% of what was budgeted.
- The net of Revenues & Expenditures for Fund 268 is \$1,360,891.24.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on pages 35-36 of the January 20, 2016 Library Board packet.

- Revenues total \$41,700.00 and expenditures total \$39,600.00 leaving a net revenue vs. expenditures of \$2,100.00.

D. Contributed Fund 269 Expenditure & Revenue Report (December 31, 2015)

The Fund 269 Expenditure & Revenue Report can be found on page 37 of the January 20, 2016 Library Board packet.

- Through the December, 2016, revenue totaled \$33,667.61 and expenditures totaled \$19,399.50 which leaves a net of revenues and expenditures at \$14,268.11.

E. Balance Sheets

The balance sheets for funds 268 and 269 can be found on pages 38-39 of the January 20, 2016 Library Board packet.

- Fund 268 had a beginning fund balance of \$1,719,423.02 and the net of revenues vs. expenditures of \$1,360,891.24. This leaves an ending fund 268 balance of \$3,080,314.26.
- Fund 269 had a beginning fund balance of \$1,629,605.26 and the net of revenues vs. expenditures of \$14,268.11. This leaves Fund 269 with an ending balance of \$1,643,873.37.
- Trustee Messerknecht reported that the numbers were looking good and that there was no particular line item that needed addressing.
- Trustee Lesko inquired about account 268-000.00-215.200 "Unemployment Insurance liability" which is on the balance sheet for Fund 268. Ms. Farkas said she would contact the City for an answer to what this line item is.

11. Director's Report

- Ms. Farkas reported that due to changing staff, the Support Service department will be holding off on some of their outreach duties. Book holds for outreach patrons will continue to be delivered but carts of books delivered to the facilities for patrons to browse will be temporarily suspended. Ms. Farkas reported that new staff is in the process of being trained. The outreach facilities have been notified of this temporary change.
- The City of Novi has launched a Random Act of Kindness campaign. The Novi Library staff was fortunate to have lunch delivered from Oak Point Church, in Novi, on January 14, 2016. The Library had participated in their Boomer program in 2015.
- Teen librarian Lindsay Fricke has applied for two grants that will serve Novi's community and teen patrons. Both are related to the summer reading program. Winners will be announced during the week of February 15, 2016.

- The door count for December 26 and December 27, 2015 were shared. Saturday saw 693 visitors which is about half the normal door count. Sunday had 429 visitors.

A. 2015 Annual Library Survey Results

The results of the survey can be found on pages 43-52 of the January 20, 2016 Library Board packet.

- Ms. Farkas thanked April Stevenson, Head of Information Services, and librarians Evan Smale and Mike Postula for assisting in this project.
- Ms. Farkas was interested in the feedback given by patrons about the library catalogue which is provided through The Library Network (TLN). She looks forward to sharing the feedback with the Director at TLN as well as the company that manages the catalogue SirsiDynix.
- The survey included feedback about the café, and Ms. Farkas was pleased that she had information to share with Mr. Bernstein.

B. Public Service Report

The Public Service Report can be found on pages 53-55 of the January 20, 2016 Library Board packet.

- Former Assistant Director Margi Karp-Opper submitted her final report for the month of December. Starting in January April Stevenson, Head of Information Services, will be submitting the report.

C. Building Operations Report

The Building Operations Report can be found on page 56 of the January 20, 2016 Library Board packet.

- The door to the first floor staff area that was being converted to a locked, security door is now installed and operating. Staff must now use a fab to access this work space.
- 83 room requests were made for the month of December. The facilities staff is doing a great job keeping up with these requests as well as any other building issues that arise. The facilities staff and Ms. Farkas have begun meeting weekly.

D. Library Usage Statistics

The Library Usage Statistics can be found on pages 57-66 of the January 20, 2016 Library Board packet.

- Ms. Farkas reported on page 57 of a discrepancy in the number of items checked out in July, August and September 2015. The box at the bottom of the page contains the correct numbers.
- Ms. Farkas reported that between 55% and 56% of the patrons use self-check out machines.
- The Library App had 38,000 hits for the month of December.
- Battle of the Books will be held at City Hall on March 12, 2016. Fifth and Sixth graders take on the task of reading six novels from December to March. They then form teams and the teams are quizzed on the books and awarded prizes. Normally there are 100 students that participate and at this time all the teams are full. It is a great event.
- Trustee Sturing suggested to the Board to keep in mind that the door count numbers for the December 26 and December 27 dates were lower than expected. Going forward, these numbers should be taken into consideration for future holiday closings. Although closing the Library is not advantageous to the community, it might need to be looked at.
- Trustee Sturing suggested that because of the increasing demand for room rentals, raising the rates in the future could be a financial benefit to the Library. Ms. Farkas explained that rates were adjusted a year ago.

- Trustee Verma requested the programming numbers be included with the room rental numbers.
- Ms. Farkas explained to Trustee Poupard that parking issues with Library programs is generally not a problem. The Library is able to use the High School parking lot behind the building
- Trustee Poupard inquired about grants. Ms. Farkas explained that grants are not used to supplement the budget.

E. Friends of the Novi Library

There was nothing to report.

F. Novi Historical Commission

There was nothing to report.

12. Committee Reports

A. Policy Committee (Lesko, Michener—Chair)

After the HR policy update is complete, Ms. Farkas will begin on a building policy update.

B. HR Committee (Michener, Verma—Chair)

A draft of the new employee policies will be given to Board members in February with voting to occur at the March Library Board Meeting.

- Trustee Verma requested that comments be sent to Ms. Farkas and she can share them with him and Trustee Michener.
- Ms. Farkas thanked Trustee Verma and Trustee Michener for their dedication to the committee and she also thanked the Library staff that assisted with the committee.

C. Finance Committee (Sturing, Lesko, Messerknecht—Chair)

- Another planned giving meeting is scheduled for the end of January. If the Board decides to go forward with a building assessment, the Finance Committee will be involved with the process.

D. Events/Marketing/Fundraising Committee (Lawler, Michener—Chair)

No action at this time.

E. Strategic Planning Committee (Lawler, Open—Chair)

No action at this time.

F. Building/Landscape Committee (Open, Messerknecht—Chair)

- Once the traffic study results are available, Ms. Farkas will be meeting with this committee.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Results of mid-year review for Executive Director

- Board members were given an opportunity to review a 2014 and 2015 salary survey.
- Trustee Sturing made it clear to the public that evaluation and criteria were used in determining the Director's increased salary and one-time stipend.

A motion was made to increase the Director's salary to \$103,225.62 and to be given a one-time stipend of \$10,000.00.

1st—Ramesh Verma

2nd—William Lawler

The motion passed unanimously.

15. Adjournment

A motion was made to adjourn the meeting at 7:56 p.m.

1st—Ramesh Verma

2nd—John Lesko

The motion was approved unanimously.



February 17, 2016

Mark A. Sturing, President

Date