



## **CITY OF NOVI LIBRARY BOARD**

### **MINUTES, REGULAR MEETING**

**December 19, 2018**

#### **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 Tara Michener, President, at 7:00 p.m.

##### **A. Welcome to new Library Board Member, appointed by Novi City Council on Monday, December 17, 2018.**

##### **B. New Board Member gives brief bio**

The Library Board welcomed new member, Torry Yu. Torry was a past student representative for the Novi Public Library. Torry is a graduate of Walled Lake Western and Eastern Michigan University. Torry is a life-long resident of Novi and holds a degree in teaching. Currently, he is employed by Walled Lake School District.

##### **C. Two open committee seats – HR and Building/Grounds**

#### **2. Roll Call by Secretary, Bill Lawler**

##### **Library Board**

Tara Michener, President

Melissa Agosta, Treasurer

Bill Lawler, Secretary

Craig Messerknecht, Board Member

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

Torry Yu, Board Member

##### **Student Representatives**

Raveena Joshi, Student Representative (departed at 7:50)

Lahari Vavilala, Student Representative (departed at 7:50)

##### **Library Staff**

Julie Farkas, Director

Barbara Cook, Bookkeeper

##### **Guests**

Elizabeth Lang, Novi Public Library Librarian

Christina Salvatore, Novi Public Library Communications Coordinator

### **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. Director Farkas requested to add item **7. C. 2017-18 Annual Report Presented by Christina Salvatore**. Trustee Lawler requested to add **Update on the New Café Lease**. Trustee Lawler recommends this is added as a standing item each month moving forward. Director Farkas suggested adding this under **13. F. Building/Landscape Committee**.

These motions were accepted and approved as amended.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

### **5. Consent Agenda**

#### **A. Approval of Regular Meeting Minutes – October 25, 2018**

A motion was made to approve the regular meeting minutes from October 25, 2018.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Geoffrey Wood

The motion passed unanimously.

#### **B. Approval of Claims and Warrants L572**

A motion was made to approve the Claims and Warrants L572.

1<sup>st</sup> – Melissa Agosta

2<sup>nd</sup> – Geoffrey Wood

The motion passed unanimously.

#### **C. Approval of Claims and Warrants L573**

A motion was made to approve the Claims and Warrants L573.

1<sup>st</sup> – Melissa Agosta

2<sup>nd</sup> – Geoffrey Wood

The motion passed unanimously.

### **6. Correspondence**

- A.** 10/20/18: Thank you email from library patron Kandy & Matt Kalbfleisch-Lazell
- B.** 11/5/18: Email correspondence with café owner regarding patron complaint
- C.** 11/10/18: Thank you email from Author, Anna Clark, regarding Community Read
- D.** 11/21/18: Thank you card from Kneifel family re: 1,000 Books program

### **7. Presentation/Special Guest**

- A.** Recognition of Librarian, Betty Lang, for 30 years of service to the Novi Public Library
- B.** Recognition of Student Representatives Raveena Joshi and Lahari Vavilala for their two years of service to the Novi Public Library Board of Trustees
- C.** 2017-18 Annual Report Presented by Christina Salvatore

## **8. Public Comment**

Mike Duchesneau, a resident of Novi for about 40 years. Mr. Duchesneau commented that the services the Library continually provides show that the Library supports the multicultural diversity of its community. Mr. Duchesneau would like this support to continue and suggests that the Library increase the Foreign Language Book collection to be the largest City owned in the state of Michigan. His vision is to double the books that the Library currently has by next year and set a goal of having 10,000 books in 2 years that are foreign language books. Mr. Duchesneau's vision is for most of these books be directed at the Youth's International Collection. Mr. Duchesneau's second goal for the Library is to take the lead implementing Wi-Fi in all the parks, and for the Library Board to oversee this process. He would like this to be included in the upcoming budget. Also, Mr. Duchesneau suggested that funds could be raised through reaching out to the international businesses located throughout the community. Mr. Duchesneau's third goal is to identify all Blu-Ray and DVD collections and subtitles in a foreign language and categorize in an easy to search format. Lastly, Mr. Duchesneau discussed student representatives and referred to the program as excellent. He mentioned that the Bylaws are written to allow a Novi High School Student to participate as a student representative. Mr. Duchesneau would like the program to continue and include City of Novi residents that attend other High Schools to participate.

## **9. Student Representatives Report –October & November 2018**

The Student Representative Report can be found on pages 24-26 of the December 19, 2018 Library Board packet.

### **October Programs:**

10/02/18 Eat Together, Craft Together (50 attendees)  
10/03,10/10,10/15,10/22 Done with Bullying (26; 22; 14; 14 attendees, respectively)  
10/06/18 ACT Practice Test (24 attendees)  
10/09/18 Creatures of the Night (50 attendees)  
10/23/18 Battle of the Books Informational Meeting (40 attendees)  
10/24/18 Tween Pizza & Pages Book Club (13 attendees)

### **November Programs:**

11/28/18 Tween Pizza & Pages Book Club (19 attendees)

### **Upcoming Programs:**

12/11/18 Battle of the Books Coaches' Kick off Meeting  
12/18/18 STEM: Gingerbread Engineering Challenge  
12/19/18 Tween Pizza & Pages Book Club  
12/21/18 Teen Advisory Board Meeting  
01/18/19 Teen Advisory Board Meeting  
01/23/19 Tween Advisory Board Meeting  
01/30/19 Tween Pizza & Pages Book Club

### **Total attendees at Teen Space for 2018-19 school year:**

September 2018: 699  
October 2018: 1,156  
November 2018: 658  
December 2018: 2,513

Director Farkas commented that there are 15 teen patron teams signed up for Battle of the Books, which is the highest ever. This program has continued to grow over the years and is of interest to 5<sup>th</sup> and 6<sup>th</sup> graders to be involved.

Diversified Members Credit Union (DMCU) came to talk about financial planning to the teenage population.

On page 27 is the letter from Teen Librarian, Lindsay Gojcaj (Fricke), thanking the student volunteers for their 2 years of service. Director Farkas and the Board said thank you and goodbye to the student representatives.

## **10. President's Report (Tara Michener)**

### **A. Acknowledgement of former Board Member Ramesh Verma and his 11 years of service to Novi Public Library (presentation of plaque)**

President Michener presented Trustee Verma with a plaque, gratefully recognizing his 11 years of service and his integral role in the planning and executing of a new library. Trustee Michener was pleased to serve on the Board with Trustee Verma whom she described as jovial, smart and able to get business done for the City of Novi. Trustee Verma is out of town and was unable to attend the Board meeting this evening. Director Farkas was able to attend a lunch with Trustee Verma and personally thank him for his 11 years of service. Director Farkas describes him as a dear friend with an amazing heart and an amazing leader that kept the staff needs in his vision. Trustee Verma volunteered on several additional committees throughout the years. Trustee Poupard described Trustee Verma as man of integrity whom is committed to doing things for others.

### **B. 2018-2019 Library Goals**

The Library Goals are on page 28 of the December Board Packet. On pages 29-39 is the update through the month of October. This includes meeting the various tactics based on the goals that have been set up by the Library Board. Trustee Agosta is impressed with the staff and their ability to think out of the box when accomplishing the goals.

### **C. 2018-2019 Goal Update (July, October, January, April)**

On pages 29-39 is the update through the month of October. This includes meeting the various tactics based on the goals that have been set up by the Library Board. Trustee Agosta is impressed with the staff and their ability to think out of the box when completing these goals.

### **D. MLA Conference Review by Library Board Members**

Personal thoughts from Board Members about the MLA Conference held October 17 -19 is included on pages 40 and 41. Director Farkas said that the MLA Conference will be held in Novi again next year. It is a valuable conference to attend, providing different perspectives among the different libraries involved. Director Farkas will keep the Board posted as the next conference date approaches.

## **11. Treasurer's Report (Melissa Agosta)**

Trustee Agosta provided a printed summary of the Treasurer's Report to all members. The Treasurer's Report can be found on pages 42-63 of the December 19, 2018 Library Board packet.

### **A. 2018-2019 Library Budget Fund 268**

The 2018-2019 Fund 268 Budget can be found on pages 42-45 of the December 19, 2018 Library Board packet.

- The 2018-2019 Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

**B. 2018-2019 Contributed Fund Budget 269**

The 2018-2019 Contributed Fund 269 Budget can be found on page 46 of the December 19, 2018 Library Board packet.

- The 2018-2019 Fund 269 budget calls for revenue of \$33,000.00 and expenditures of \$145,700.00 consuming \$112,700 of the fund balance.

**C. 2018-2019 Contributed Fund Budget 269 Amendment (1<sup>st</sup> draft)**

Please see **15 A. 2018-2019 Contributed Fund Budget Amendment (1<sup>st</sup> draft)**

**D. November 15, 2018 Treasurer's Written Report (absent November meeting)**

The Treasurer's written report can be found on page 48 of the December 19, 2018 Board packet.

**E. Library Fund 268 Expenditure & Revenue Report as of October 31, 2018**

The Fund 268 Expenditure and Revenue Report can be found on pages 49-53 of the December 19, 2018 Library Board packet.

- Revenue ending October 31, 2018 was \$2,929,663
- Expenditures ending October 31, 2018 were \$916,980

**F. Contributed Fund 269 Expenditure and Revenue Report as of October 31, 2018**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 53 of the December 19, 2018 Library Board packet.

- Revenue ending October 31, 2018 was \$22,513.
- Expenditures ending October 31, 2018 was \$22,518.

**G. Balance Sheets for Funds 268 and 269 as of October 31, 2018**

The Balance Sheet for Funds 268 and 269 can be found on pages 54 and 55 of the December 19, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 as of October 31, 2018 was \$3,916,554.35
- Ending Fund Balance for Fund 269 as of October 31, 2018 was \$1,707,383.07

**H. Library Fund 268 Expenditure & Revenue Report as of November 30, 2018**

The Fund 268 Expenditure and Revenue Report can be found on pages 56-59 of the December 19, 2018 Library Board packet.

- Revenue ending November 30, 2018 was \$2,948,292.
- Expenditures ending November 30, 2018 were \$1,119,170.

**I. Contributed Fund 269 Expenditure & Revenue Report as of November 30, 2018**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 61 of the December 19, 2018 Library Board packet.

- Revenue ending November 30, 2018 was \$26,202.
- Expenditures ending November 30, 2018 was \$24,008.

**J. Balance Sheets for Funds 268 & 269 as of November 30, 2018**

The Balance Sheet for Funds 268 and 269 can be found on pages 62 and 63 of the December 19, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 as of November 30, 2018 was \$3,731,303.45
- Ending Fund Balance for Fund 269 as of November 30, 2018 was \$1,709,622.56

**12. Director's Report**

**Annual Report 2017-2018**

A copy of the Annual Report presented by Christina Salvatore can be found on pages 68 and 69 of the December Library Board Packet.

The Director's Report can be found on pages 64-72 of the December 19, 2018 Library Board packet. Staff members celebrating anniversaries in December and January are:

- o David Silberman – 9 years
- o Emily Brush – 3 years
- o Shannon O’Leary – 3 years
- o Kelly Kolchuk – 17 years
- o Dorothy Manty – 16 years
- o Christina Salvatore – 6 years
- o Kathleen Alberga – 6 years
- o Aisar Taha – 6 years

Director Farkas informed the Board that both the Detroit Suburban Libraries Round Table (DSLRT) and the State Aid reports have been filed for 2017-2018. This is the earliest that the State Aid has ever been turned in. Director Farkas is grateful for Marcia Dominick's effort in compiling the data. The early submission should result in receiving the State Aid funds earlier.

Director Farkas included the Staff Satisfaction and Strategic Planning Survey on pages 70 and 71. Director Farkas is interested in receiving feedback about Staff satisfaction. This opportunity to investigate staff satisfaction was shared with President Michener and Trustee Lawler. Also, this form was shared with the HR department at the City of Novi to measure the appropriateness of the questions. An independent consultant volunteered her time to collect the data for the Library. Just over half of the staff was able to meet with the independent consultant. Those whom were unable to meet received an envelope with the form inside and these forms were completed anonymously, not identifying who completed the form. The consultant is compiling the data and putting a report together for the Director to receive by the end of January. The results will be shared with the Board.

**A. Information Technology Report – October & November 2018**

The Information Technology Report can be found on pages 73-81 of the December 19, 2018 Library Board packet. On pages 78 and 79 is the e-Nable Annual Report summarizing the accomplishments. Director Farkas said the goal this year is to focus on quality control, finalizing and shipping. This effort is based strictly on donations.

**B. Facilities Report – October & November 2018**

The Facilities Report can be found on page 81 and 82 of the December 19, 2018 Library Board packet.

**C. Information Service Report – October & November 2018**

The Information Service Report can be found on pages 83–91 of the December 19, 2018 Library Board packet. On page 86 is Mary Robinson's, "Sharing the Library Love" at Novi Public Library. Patrons created small trading cards that were exchanged with other libraries in other states. This is a way to connect with other libraries and share artistic talent. There will be another opportunity to create the trading cards in the spring, 2019. Director Farkas is appreciative of Mary Robinson's creative efforts. Also, Mary Robinson was asked by the ALA to be involved in a published book on Maker Space projects. The title of the book is 50 Kawaii Craft Projects for Libraries. Director Farkas thinks this is amazing and is a reflection of the creativity at the Novi Library.

**D. Support Service Report – October & November 2018**

The Support Services report is found on pages 92 and 93, prepared by Maryann Zurmuehlen. Read Boxes are completed for October with 1,224 items circulated. This is the highest to date for usage of Read Boxes in our parks. The Read Boxes are located in Lakeshore, Rotary and ITC Park.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 94-102 of the December 19, 2018 Library Board packet.

**F. Director Performance Evaluation Form (2<sup>nd</sup> draft)**

Please see section **13. B. HR Committee: HR Policy, Director Review, Salary Study.**

**G. Friends of the Novi Library – Novi News Article, November 1, 2018**

Page 106 features an article that was published in the Novi News, thanking Friends. Director Farkas truly appreciates Friends support of the Library. Director Farkas thanks the Friends for their support and commented that we would not have the Library that we have without the Friends. Friends have graciously provided funds in order to purchase many wish list items that the Library would not be able to budget for.

**H. Novi Historical Commission – October 24, 2018 Minutes**

On page 107-109 are the minutes from the Wednesday, October 24th meeting.

**13. Committee Reports**

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

(Michener-Chair, Poupard)

- Board approved revised policy manual on June 22, 2017
- No action at this time

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

(Lawler – Chair, Verma, Staff Liaison – Marcia Dominick)

- Director's Annual Performance Evaluation (2<sup>nd</sup> draft attached).  
Trustee Lawler announced that the evaluation is on pages 103-105. The suggested changes from the October meeting were implemented. Trustee Lawler pointed out that the narrative questions that will provoke excellent discussion. Trustee Poupard spoke very positively about the narrative format and believes it will allow a deeper discussion. Trustee Yu commented it is written in a comprehensive format and is comfortable with the rating system used in the form.

A motion was made to approve the Directors Performance Evaluation.

1<sup>st</sup> – William Lawler

2<sup>nd</sup> – Geoffrey Wood

The motion passed unanimously.

Trustee Lawler requested that the Board provide this completed Performance Evaluation form by January 15, 2019. Trustee Lawler will tabulate the results for the January meeting. Director Farkas will be bringing a self-evaluation to the June meeting.

- Staff satisfaction and strategic planning survey  
Discussed under the Director's Report.

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

(Agosta – Chair, Messerknecht, Lawler)

- Trustee Messerknecht and Director Farkas met with a representative from Raymond James on Friday, November 2, 2018, to understand and consider options for a library endowment. Another meeting took place with an attorney discussing how to set up the endowments. Trustee Messerknecht felt that the meeting with the attorney was very valuable and is looking forward to hearing back from the attorney in order to decide the next step. Director Farkas said that during the meeting in October the attorney looked over the Friends memorandum and there were some minor tweaks that Director Farkas

has informed the Friends about. Trustee Messerknecht would like the attorney to speak to the Board about the various rules and regulations that the Board should be aware of since it encompasses issues the Board encounters. Director Farkas agreed and will attempt to set this meeting up during an in-service day.

- Director Farkas said that a meeting is scheduled for November 2 with an outside financial advisor and Trustee Messerknecht will accompany Director Farkas to the meeting.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea

President Michener suggested a Library Board Card, which includes the Trustees pictures and a fun fact. President Michener suggested this could engage the community and bridge the gap. Director Farkas is interested in this idea and would like to work with President Michener on the details and creativity of the Bingo Idea starting in January.

- 10/31: Strategic Planning Public Sessions - Poupard
- 11/08: Veteran's Day Brunch at City of Novi – Messerknecht, Agosta
- 11/09: Community Reads Author Event- Michener
- 11/26: Fox Run Strategic Planning Session - Poupard
- 11/30: Light up the Night - Messerknecht
- 12/07: City of Novi Evening of Appreciation: Michener, Agosta, Messerknecht, Poupard

**E. Strategic Planning Committee: Annual review of current plan**

(Poupard – Chair, Wood)

Trustee Poupard discussed the Strategic Planning Committee's commitment and assertiveness to discover what the community has to say about the Library, as the Library begins to plan for the future. Trustee Poupard attended three sessions and is impressed by the power of attendees' positive viewpoints of the Library. Trustee Poupard said that the environment of the sessions has been positive and inviting, allowing great ideas and discussions to flow which help enhance the planning for the next three years.

Director Farkas is appreciative of Trustee Poupard, Trustee Wood, Christina Salvatore and April Stevenson's efforts. Director Farkas believes the aggressive approach has created a total different data dump than with past planning sessions. Director Farkas is confident that a draft will be compiled by April Stevenson mid –January for Board review.

**F. Building/Landscape Committee: Entrance Project, LED conversion project, Building assessment**

(Messerknecht – Chair, Lawler, Verma, Wood)

- Trustee Messerknecht updated the Board on the progress of the LED conversion project. The project is coming to a close and a meeting will take place at the end of January. Director Farkas said the week of January 7<sup>th</sup> is reserved for LED work to be done based on another shipment of bulbs. Although the project has been slow at times, the Director believes the project has run fairly positively. A Trustee asked if we are seeing an impact on electrical bills. Director Farkas will begin to compare bills and notify the Board of any changes.

Trustee Messerknecht informed the Board that the Lending Library Kiosk project is underway. Director Farkas said the deposit has been mailed for the lending library. Although, Director Farkas has seen a map and all suggested locations are positive, these recommendations are not final.



Director Farkas has a meeting on January 15<sup>th</sup> with the school district regarding the café. Director Farkas is exploring the opportunity of a possible partnership with the Novi Community School District and the café situation. If it doesn't seem to be a good fit then a bid could take place in February or March. The café lease is up in June 1, 2019. Director Farkas invited the Building and Grounds Committee to attend the January 15<sup>th</sup> meeting with her.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta)

- Trustee Lawler reminded the Board that the Bylaw Committees work is completed. Director Farkas agreed to remove the bullet regarding the September 17<sup>th</sup> meeting information from the Agenda.
- Bylaw revisions were approved at the October 25, 2018 meeting

**14. Public Comment**

At 8:44 pm resident Mike Duchesneau approached the podium to mention some of the libraries special educational classes and events. In October, he attended a Medicare seminar about how to sign up for the proper parts of Medicare and prescription drugs. Mr. Duchesneau felt this program was available at a perfect time to assist with the complications of signing up. Also, Mr. Duchesneau recalls a special planetarium event that the library held some time ago, which was open to all ages. Mr. Duchesneau recalls being surrounded by kids with flashlights in tents exploring the planetarium. Mr. Duchesneau expressed his deep appreciation for all that the Library does.

**15. Matters for Board Action**

**A. 2018-2019 Contributed Fund Budget Amendment (1<sup>st</sup> draft)**

Director Farkas updated the Board with more accurate numbers for the Library Contributed Fund (1<sup>st</sup> Draft) on page 47. Two general ledger account numbers were added 665.046 for Maker Space Revenue and 742.229 for Raising a Reader Expenditures. Additionally, the budget was completed so long ago that we did not take into account the LED Conversion would extend into this year. Therefore, Director Farkas added \$15,000 to the budget for this under line item Capital Outlay 976.045 LED Conversion project. The amended numbers were based on the audited 2107-18 numbers. The Board decided to vote tonight.

A motion was made to accept the 2018-2019 Contributed Fund Budget Amendment (1<sup>st</sup> draft).

1<sup>st</sup>— Geoffrey Wood

2<sup>nd</sup>— Doreen Poupard

The motion passed unanimously.

**B. Director's Evaluation Form (2<sup>nd</sup> draft)**

Please see section **13. B. HR Committee: HR Policy, Director Review, Salary Study**

**16. Highlights for Next Month's Agenda (Thursday, January 24, 2019 – City of Novi)**

Director Farkas added this section to inform Board members about items to look forward to.

- A. Friends & Library Board Memorandum of Understanding, pending attorney review (2<sup>nd</sup> draft)**
- B. Introduction of new student representatives**

**17. Executive Session – Library Director has requested a closed session**

**A. Library Director Mid-Year Review**

This session will take place at the January Board Meeting.

**18. Adjourn**

A motion was made to adjourn at 8:50 p.m.

1<sup>st</sup>—Geoffrey Wood

2<sup>nd</sup>—Craig Messerknecht

The motion passed unanimously.



January 24, 2019

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William Lawler, Secretary

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Date