



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
June 19, 2013**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President
Larry Czekaj, Treasurer
Scott Teasdale, Secretary
David Margolis, Board Member

Absent and Excused

Larry Kilgore, Board Member (7:03 p.m. arrival)
Ramesh Verma, Board Member

Student Representatives

Ziyang Huang
Jessica Mathew

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant
Christina Salvatore, Communications Coordinator

Guests

Ann Jordan, Library Volunteer
Robert (Bob) Marten, Library Volunteer
Roy Prentice, Chair, Novi Historical Commission

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

Library Board President, Mark Sturing, requested the addition of letter "C" under item #6, **Presentation**, to include a presentation given by Roy Prentice, Chair of the Novi Historical Commission.

A motion was made to approve the June 19, 2013 Agenda as modified.

1st – Willy Mena

2nd – David Margolis

The motion passed unanimously.

4. Consent Agenda

A motion was made to approve the June 19, 2013 Consent Agenda as presented.

1st – David Margolis

2nd – Larry Czekaj

The motion was passed unanimously.

5. Correspondence

a. Thank you note from Angie Vaughn, Novi Community School District

A note from ,Angie Vaughn, thanking the Library Administration for providing a public forum for the Superintendent of the Novi Community School District to meet with parents was received.

b. Thank you letter from Kelle Vella, Chamber Music Society of Detroit

A letter was received from Kelle Vella and Steve Wogaman, thanking the Library for partnering with the Chamber Music Society of Detroit to offer a series of Listen at the Library concerts.

c. Thank you note from Rob Wilson, program presenter

A note was received from Rob Wilson to thank the Library for allowing him to present his program and for the technical assistance he received to make his presentation a success.

d. Thank you note from Girl Scout troop 40397

The note received from Girl Scout troop 40397 thanked Miss Margi for working with the troop to achieve one of their project awards.

6. Presentation

a. Recognition of Ann Jordan and Robert (Bob) Marten – Years of Volunteer Service

Library Board President, Mark Sturing, presented a Certificate of Appreciation to Ann Jordan for her eighteen years of service as a volunteer at the Novi Public Library, and to Bob Marten for his nineteen

years of service as a volunteer at the Novi Public Library. Both were thanked for their outstanding service and dedication to the Library. Julie Farkas, Director of Novi Public Library also expressed her thanks and appreciation to both Ann and Bob.

b. Introduction of Christina Salvatore, Communications Coordinator

Director, Julie Farkas introduced Christina Salvatore to the Library Board and asked that Christina address the Board regarding her new responsibilities as a full time Communications Coordinator at the Novi Public Library. Christina's address to the Board included her educational background as a 2011 graduate from Madonna University, with a degree in Public Relations, and her experience as an intern at The Henry Ford Museum in the Public Relations and Special Events department. At the Novi Public Library, Christina will be responsible for writing monthly e-newsletters, schedules of events and programs in the Engage Publication, updating the web-site, and promoting a variety of programs with press releases, and the Library plasma. Director, Julie Farkas noted that Christiana is a high energy person, with a lot of enthusiasm and creativity.

c. Novi Historical Commission, Roy Prentice, Chair

Roy Prentice, Chair of the Novi Historical Commission, gave a power point presentation to highlight some of the Historical Commission's activities, accomplishments and contributions to the City of Novi and the Novi Public Library. Since Novi does not have a museum, the Historical Commission holds their meetings at the Library in the Local History Room, and much of their focus is on Library projects. Some of the projects that the Commission has worked on, or is currently working on include:

- Develop library displays.
- Develop content for Library's Historical Web Page.
- Funded Digitization of the Novi News.
- Historical Speaker series.
- Procured images, books and other materials.
- Purchased computer, scanner and other equipment for the Local History Room.
- Staff the Local History Room.
- Develop and funded Glass Etching for the Local History Room.

The Glass Etching project will be unveiled next week.

7. Public Comment

There was no public comment.

8. President's Report.

a. Goals Document 2012-2013 – Final Report, June 2013

- Wrapped up the Geek Program.
- Installed the "Read Box" at Lake Shore Park on June 6, 2013.

- Currently working with TLN to test text messages for holds.
- Julie Farkas, Clay Pearson, and Jason Magnum will be presenters at the Michigan Library Association (MLA) in Lansing this October on Partnerships and how Libraries and Cities work together.
- Café lease was renewed for the next three years.
- The list of policies that were reviewed, revised, or renewed are on page 31 of the June 19, 2013 Library Board Packet.

b. Library Director's annual performance review.

Library Board President, Mark Sturing asked Director, Julie Farkas, if it was her wish to have her annual review done in closed Executive Session. Director, Julie Farkas, responded that she would appreciate a closed session. President Sturing stated that it would be done at the end of the Regular Board Meeting, and that Trustee, Scott Teasdale, Library Board Secretary, would take the final minutes to adjournment.

9. Treasurer's Report

a. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the June 19, 2013 Library Board Packet on pages 32-33.

b. Library Financials and Walker Fund – May 31, 2013 (Investment Report Not Included)

The Financials and Walker Fund reports ending May 31, 2013 are provided on pages 34-38 of the June 19, 2013 Library Board Packet.

The Financial performance for Library operations thru the 31st of May, which represents eleven months out of the twelve month fiscal year, shows our expenditures have exceeded our revenues. The projection for June shows that spending will be \$54,000 less than what was budgeted for. With an expectation of an additional \$90,000 yet to be recovered from property taxes, our overall revenue for the year will be approximately \$105,000 to \$125,000, which is better than what was projected. As a result, at the end of the year, the appropriation from the Fund Balance to cover the expenditures will only be approximately \$125,000 to \$150,000, as opposed to \$305,000.

It was noted that the café and room rentals have been a good source of revenues.

c. Library café revenue report – due 15th of the month – May 2013

There was no report provided in the June 19, 2013 Library Board Packet. Library Board Treasurer, Larry Czekaj announced that he received a report from the Café, and it was for \$430.00 for the month of May.

10. Director's Report

A detailed report from Director, Julie Farkas, is provided on pages 39-40 of the June 19, 2013 Library Board Packet.

Highlights of the report are:

- Welcomed Swedish Delegates to Library for a tour.
- Performance evaluations are nearly completed; offering customer service training to new employees.
- Launched Zinio, the downloadable Magazine program.
- Held Library Board Goal Setting session on June 15, 2013.
- Penal Fines or "Speed to Read" is revenue for Library generated by traffic violations on state highways.
- Gun Legislation letter written by Baldwin's Library Board.
- Julie Farkas and Willy Mena attended Friends Annual Meeting that was held on Wednesday, June 12, 2013. Highlights of the Friends Annual Meeting include:
 - Approval of the May meeting minutes.
 - Brought new budget for the year.
 - Earmarked specific programs to be funded annually.
 - Still have a wish list.
 - Annual Report of what has been accomplished this year.

1. Penal Fine Information - State of Michigan

The Penal Fines Fact Sheet is provided on page 41 of the June 19, 2013 Library Board Packet.

2. Letter from Baldwin Public Library, Birmingham, Michigan regarding gun legislation

The Gun Legislation letter is provided on pages 42-43 of the June 19, 2013 Library Board Packet.

11. Additional Reports

a. Public Services Report

The Public Services Report is provided on pages 44-45 of the June 19, 2013 Library Board Packet.

b. Building Operations Report

The Building Operations Report is provided on page 46 of the June 19, 2013 Library Board Packet.

c. Library Usage Statistics – May 2013

The May statistics are located on pages 47-51 of the June 19, 2013 Library Board Packet.

Highlights include:

- 283 Library cards issued
- 59,978 items checked out
- Number of items borrowed from TLN – 3,971
- Number of items borrowed from MEL – 89

- Number of items loaned through TLN – 4,351
- Number of items loaned through MEL – 117
- 57.42% of all items checked out were completed on self-checkout stations
- Total circulation 59,978
- Daily average people using the Library was 1,118
- Early Literacy workstation usage 754
- Daily average Computer Logins 950
- Technology Sessions 22 with 39 participants

12. Friends of Novi Library Report

There was no representative from the Friends Board present. Director, Julie Farkas gave a brief report from the Friends in item #10, **Director's Report**

Due to inclement weather, the patio party was held in doors, but it was still a great success with 75 people in attendance. The Friends gained 10 new members and had 5 renewals

Annual Meeting agenda (June 12, 2013)

The Friends Annual Meeting agenda is located on page 52 of the June 19, 2013 Library Board Packet.

a. May 30, 2013 Meeting minutes (Draft – not approved)

The May 30, 2013 Friends Meeting minutes (Draft –not approved) is located on pages 53-54 of the June 19, 2013 Library Board Packet,

b. 2012-2013 Budget report

The Friends 2012-2013 Budget report is located on page 55 of the June 19, 2013 Library Board Packet.

c. 2012-2013 Friends Annual Report

The Friends 2012-2013 Annual Report is located on page 56 of the June 19, 2013 Library Board Packet.

13. Student Representatives' Report

Ziyang Huang, who is the new Student Representative on the Library Board, briefly introduced herself to the Board. Ziyang, who will be a junior at Novi High School during the 2013-2014 school year, spends a lot of time in the Library, and thinks of it as her second home. Her interests range from physics to philosophy, to chemistry and to political science. Ziyang feels that being a Student Representative on the Library Board will help her to develop responsibility and leadership skills that are necessary for student government. It will also be a good experience for her future goals.

The Student Representatives' Report is provided on page 57 of the June 19, 2013 Library Board Packet.

Highlights of the report include:

- Digital Detox week was a success; teens would like to thanks the Interact Club for volunteering.
- The WOW writing workshop was very informational and had 20 teens attending.
- There were more than 65 applications for the Summer Reading Program.
- Teen Space totaled 384 kids in 17 sessions.
- Final Teen Advisory Board (TAB) meeting was held on May 17, 2013; monthly (TAB) meetings were re-instated.
- New (TAB) officers were elected.
- Student Representatives, Ziyang Huang and Jessica Mathew, were offered internships to help train volunteers with the Summer Reading Program, which runs from June 17, 2013 to August 3, 2013.

Director, Julie Farkas, added that the Student Representative interns will be paid this summer through a program by Dollar Tree program and our Young Adult Organization through the American Library Association.

14. Historical Commission Report

The Historical Commission's Report was given in item #6C, **Presentation**, as a power point presentation.

15. Committee Reports

a. Policy Committee (Margolis, Teasdale, Kilgore – chair)

There was no report provided.

b. HR Committee (Kilgore, Verma – chair)

There was no report provided.

c. Finance Committee (Czekaj, Teasdale, Margolis – chair)

There was no report provided.

d. Fundraising Committee (Sturing, Mena – chair)

There was so report provided.

e. Strategic Planning Committee (Kilgore, Sturing, Mena – chair)

f. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

There was no report provided.

Director, Julie Farkas, noted that 1 tree and a couple of bushes did not make it and Facilities is working with Great Oaks to have those replaced.

16. Public Comment

There was no public comment.

17. Matters for Board Action

a. Approval of 6 Strategic Objectives and Goals 2013-2014

A Draft of the minutes, from the Goal Session held on Saturday, June 15, 2013, is provided on pages 14-15 of the June 19, 2013 Library Board Packet.

The discussion at the Saturday, June 15, 2013 Goal Session was to change the title from "Strategic Goals" to "Strategic Objectives", with the addition of a 6th objective. By melding the 2012-2013 goals, which were also approved for 2013-2014, with the 6 objectives, the Board would be working from one document. The 6 Strategic Objectives would be brought to the June 19, 2013 Regular Board Meeting for consideration.

A motion was made to adopt the Strategic Objectives for this coming year.

1st – Larry Kilgore
2nd – Willy Mena

The motion passed unanimously.

18. Executive Session – Library Director's Annual Performance Review

A motion was made to move to Executive Session at 8:08 p.m.

1st – Scott Teasdale
2nd – Larry Czekaj

The motion was passed unanimously.

19. Adjourn

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

1st – Larry Kilgore
2nd – Scott Teasdale

The motion was passed unanimously.



July 17, 2013

Scott Teasdale, Secretary

Date