

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
July 27, 2017**

**1. Call to Order by President, Craig Messerknecht**

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 Craig Messerknecht, President, at 7:00 p.m.

**2. Roll Call by Secretary, Ramesh Verma**

**Library Board**

Craig Messerknecht, President  
Tara Michener, Vice President (Absent, Excused)  
Melissa Agosta, Treasurer  
Ramesh Verma, Secretary  
Bill Lawler, Board Member  
Doreen Poupard, Board Member (Absent, Excused)  
Geoffrey Wood, Board Member

**Student Representatives**

Raveena Joshi, Student Representative  
Lahari Vavilala, Student Representative

**Library Staff**

Julie Farkas, Director  
Marcia Dominick, Administrative Assistant

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

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

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>- Bill Lawler

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Claims and Warrants L556**

**B. Approval of Regular Meeting Minutes –June 22, 2017**

A motion was made to approve the Consent Agenda.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

## 6. Correspondence

### A. **Mini Maker Fun Fair Thank You**

A thank you was received from the City of Novi for the Library's participation in the Sizzling Summer Nights Mini Maker Fun Fair held at the City. The Library participated by promoting our 3D Printer.

## 7. Presentation/Special Guest

### A. **Library Staff Annual Recognition – Customer Service Awards and Above & Beyond Awards.**

Director Julie Farkas along with President Craig Messerknecht acknowledged each of this year's winners of the Customer Service and the Above & Beyond Awards. Julie read a comment provided by the nominee of each of the award winners as to why they were chosen for the award. Each award winner received a certificate of their award and an invitation to a special dinner in their honor. The 2016-2017 award winners are:

#### **Above & Beyond**

- Yolanda Hockaday-Dennis
- Scott Rakestraw
- Barbara Rutkowski
- Kit-Ming Tang

#### **Customer Service Award**

- Emily Brush
- Ellen Horton
- Julie Prottengeier
- Tia Marie Sanders
- Jessie Schenk
- David Silberman

## 8. Public Comment

There was no public comment.

## 9. Student Representatives Report

### A. **Teen Space Annual Report**

The End of the Year Teen Space report can be found on pages 23-26 of the July 27, 2017 Library Board packet.

- There were 5,491 students who attended the 2016-17 Teen Space
- There have been no students banned in the last two years
- A photo of the Teen Space Coordinators can be found on page 26. Shown LtoR
  - Jon Zabick, Detective, Novi Police Department
  - Cristin Spiller, Supervisor, Novi Parks, Recreation & Cultural Services
  - April Stevenson, Information Services Department Head, Novi Public Library
  - Yolanda Hockaday-Dennis, Teen Space Monitor at Novi Public Library
  - Julie Farkas, Director, Novi Public Library
  - Dr. Steve Matthews, Superintendent, Novi Community Schools
  - Barbara Shonibin, Novi Youth Assistance
  - Bob Steeh, Director of Community Education

## **B. Student Representatives Report- June 2017**

The June 2017 Student Representative Report can be found on pages 18-22 of the July 27, 2017 Library Board packet.

- Student Representative Raveena Joshi and Lahari Vivilala provided an end-of-year PowerPoint presentation highlighting the Teen Advisory Board and the student representative's accomplishments for 2016-2017. It was a very successful year.

The upcoming teen programs are:

- Teen After-Hours Party, August 4
- Life Size Pac-Man, August 15
- Comic Art Camp, August 17
- DIY Back to School Bags, August 22

There were 398 attendees at the June Teen Space.

There will not be a Teen Advisory Board (TAB) meeting in June.

Julie Farkas stated how wonderful of a job the Student Representatives are doing and how they are setting a bar that will be hard for others yet to come to reach.

Julie Farkas mentioned on how an amazing job the TAB leader, Lindsay Fricke, is doing with the students.

## **10. President's Report**

### **A. Goals Update (Final Year End Review through June 30, 2017)**

The Final Year End Goals Document can be found on pages 27-49 of the July 27, 2017 Library Board Packet. The 2016-2017 Goals Document highlights all that has been accomplished based on the Goals set by the Library Board. Some of the highlights are:

- A diversity of programs offered
- Staff are doing what they can – Quality is better than quantity
- Creativity
  - Unique Programs
  - Talented staff
- Homeowners Groups – speak to groups letting them know all that is offered at the Library
- Technology – Google
- New technology offered beginning this fall– Virtual Reality – sponsored by the Friends of the Library
- Support Services Team have the hardest job – overdue books/fines
  - There has been turnover primarily in this department
  - Streamlining of training
- Facilities – does an amazing job
  - Building still looks like new
  - A lot of extra work each week with room set-ups, maintenance, etc.
- Administrative Team
  - Meeting rooms
  - Human Resources/Financials
  - Christina Salvatore – marketing and flyers; new library card created
- LED Project
- Parking Lot Project

The Library staff are hardworking and they do a great job.

Library Board members stated they recognized all the work that was accomplished on the Goals and the good things that have taken place.

The Novi Public Library received a Certificate of Appreciation for their role in Money Smart Week. Money Smart Week is offered in 52 counties with over 10,000 books going to over 200 libraries.

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

The Treasurer's Report can be found on pages 50-60 of the July 27, 2017 Library Board packet.

##### **A. 2017-2018 Library Budget Fund 268**

- The 2016-2017 approved budget for fund 268 calls for revenue to total \$2,774,726.00 and expenditures to total \$3,035,900.00 with a fund balance consumption of \$261,174.00.

##### **B. Contributed Fund Budget 269**

Shown on page 53 of the July 27, 2017 Library Board packet.

##### **C. Library Fund 268 Revenue and Expenditure Report as of June 30, 2017**

- State Aid funds were received in the amount of \$36,210.14, which was \$7,210.14 over what was originally budgeted.
- Year-to-date revenues total \$2,839,955.52.
- Year-to-date expenditures total \$2,704,495.55
- The net of Revenues and Expenditures leaves \$135,459.97 remaining. The Library is on track not to use fund balance.
- Each major category shows that it was not over spent.

The final cutoff for invoices to be submitted for the 2016-2017 fiscal year is Wednesday, August 16, 2017.

##### **D. Contributed Fund 269 Expenditure & Revenue Report as of June 30, 2017**

- Year-to-date revenue is \$37,404.72, which is an increase of \$13,165 over last month.
- Year-to-date expenditures are \$9,561.05 which is an increase of \$1,028 from the last month.
- The Net of Revenue & Expenditures for Fund 269 is \$27,843.67.

##### **E. Balance Sheets for Funds 268 and 269 as of June 30, 2017**

- The ending fund balance for Fund 268 through June 30, 2017 is \$1,889,681.63
- The ending fund balance for Fund 269 through June 30, 2017 is \$1,699,656.29

A request for an increase of Cash on Hand from \$500 to \$1,000 was made to the City of Novi Finance Department.

#### **12. Director's Report**

The Director's Report can be found on pages 61-64 the July 27, 2017 Library Board packet.

- The Friends Donation for 2017-2018 was over \$27,000 this year. Marcia Dominick received the check on behalf of the Novi Public Library from Friends President Carol Hoffman at their annual meeting held on July 12, 2017.
- Changes made in June to the Library's budget will not go to Council until October and amendments will not be reflected until that time.

- There are 23,050 Novi Public Library card holders as of June 28, 2017. With a population of over 55,000 there is room to improve on this number.
- The Library Card Campaign mailing will be going to 8,700 homes in the community within the next couple of weeks. Three different age groups were targeted.
- In April 2018, The Library Network will be rolling out a new Automation System.
- There were two new staff committees started in 2016-2017 – Customer Service and Culture Club. Each of these committees contain members of both full and part-time staff.
- Some of the Friends Board meeting times have changed; September, November, December (no meeting), January, February and March, meetings will be held from 4-6 p.m.
- A list of Out & About in Novi is listed on page 64 of the July 27, 2017 Library Board packet. On July 19, 2017, there were 60 children in attendance at the Walled Lake Preschool in the Park listening to books read to them.

**A. Information Technology Report**

The Information Technology Report can be found on page 65 of the July 27, 2017 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on pages 65-68 of the July 27, 2017 Library Board packet.

**C. Information Services Report**

The Information and Services Report can be found on pages 69-74 of the July 27, 2017 Library Board packet.

- As of June, there are 462 children registered for the Raising a Reader program.
- A new Feed the Need Summer Library Card has been started. This will allow students to participate in checking out materials through September 1, 2017. There are few restrictions: Valid only at Novi Public Library, 3 checkouts only, allows for checkout of physical materials only, doesn't allow for holds, and the card is blocked if fines reach \$5.00 or more.
- There are 528 adults signed up for this year's Summer Reading Program, which doubled last year's figure.
- The summary of the Novi Public Library Wedding Giveaway is located on page 73 of the July 27, 2017 Library Board packet. There were new sponsors brought in on this project, which allowed the Library to build on their sponsor relationships.

**D. Support Services Report**

The Support Service report can be found on page 75 of the July 27, 2017 Library Board packet.

- There were 443 Library Cards issued in June.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 76-84 of the July 27, 2017 Library Board packet.

- There was an increase in Library Usage with the ability to capture the number of those who use the Drive-up service at the Library. There was a total of 424,401 visitors to the Library for 2016-2017 which is an increase of 19,422 over last year at this same time.

**F. Friends of the Novi Library**

The Friends held their annual meeting on July 12, 2017. At the meeting, a new Board was elected.

**G. Novi Historical Commission**

The Novi Historical Commission held a meeting on May 24, 2017, 7 p.m. in the Local History Room at the Library. Minutes of the meeting can be found on pages 85-87 of the July 27, 2017 Library Board packet.

Highlights of upcoming Historical Commission programs can be found on pages 88-89 of the July 27, 2017 Library Board packet.

The Library Networks July 2017 Bits and Pieces Report can be found on page 90 of the July 27, 2017 Library Board packet.

The 2017-2018 Library Board Calendar can be found on page 91 of the July 27, 2017 Library Board packet.

**13. Committee Reports**

**A. Policy Committee (Michener– Chair, Poupard): Review current public policies for the Library**

No report provided.

**B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary Study**

- Decision made at February 4<sup>th</sup> Library Board budget session to continue work on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.

No report provided.

**C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.**

No report provided.

**D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): Gala, Outreach events.**

No report provided.

**E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**

- Review completed in November 2017
- Plans for a new Strategic Plan will need to be discussed as the current plan expires June 2018.

**F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, LED conversion project, Building assessment**

- Illuminart has been in the building for a full building walk-through and assessment of needs. An electronic copy of the library's building plans was received.
- A meeting has been scheduled for Wednesday, August 2, 2017 at 3:30 p.m. with the Committee and members of Illuminart.

**G. Bylaw Committee (Lawler—Chair, Agosta): Review of Library Board Bylaws**

- Bylaw review completed September 2016

No report provided.

**14. Public Comment**

There was no public comment.

**15. Matters for Board Action**

No matters for Board Action.

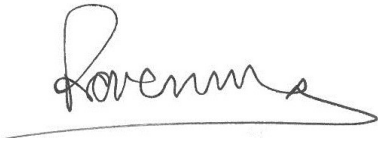
**16. Adjourn**

A motion was made to adjourn at 8:22 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

A handwritten signature in black ink, appearing to read "Ramesh Verma", with a long horizontal flourish extending to the right.

**August 24, 2017**

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Ramesh Verma, Secretary

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Date