



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 23, 2020**

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 Secretary, Kat Dooley

Library Board

Melissa Agosta, President

Craig Messerknecht, Vice President

Geoffrey Wood, Treasurer (Absent and Excused)

Kat Dooley, Secretary

Bill Lawler, Board Member

Tara Michener, Board Member

Torry Yu, Board Member

Student Representatives

Tarun Tangirala, Student Representative

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Director Farkas addressed some minor changes to the Agenda. The date at the top of the Agenda should read January 23, 2020. Item 4, Approval and Overview of Agenda should list pages 1-3. Page 3 of the Agenda under Item 15. Matters for Board Action Item D. parenthesis should read (final documents provided at Board meeting, not in packet). Director Farkas provided Trustees with all Budget documents at this meeting.

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

1st – Kat Dooley

2nd – Bill Lawler

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the regular meeting minutes from the December 18, 2019 meeting.

1st – Torry Yu

2nd – Bill Lawler

The motion passed unanimously.

Trustee Lawler inquired about the public comment, which is Item 8 from the December 18, 2019 Board Minutes. Trustee Lawler would like to see a response to the Novi resident's requests.

Director Farkas responded that the Library is actively involved in adding to the International Youth Collection. The second part of the Novi residents request is about identifying DVD's in the CARL catalog. This part of the request is a TLN issue that Director Farkas will continue to work on with the consortium. However, the consortium involves over 60 Libraries and has many critical requests in the catalog system itself they prioritize and are working on first. Director Farkas has had communication with the Novi resident regarding these topics and will continue to communicate with them on a regular basis

Trustee Dooley abstained from voting on the approval of the minutes due to an excused absence from the December 18, 2019 meeting.

B. Approval of Library Board Budget Session Meeting Minutes – January 9, 2020

A motion was made to approve the Library Board Budget Session Meeting Minutes – January 9, 2020.

1st – Kat Dooley

2nd – Tara Michener

The motion passed unanimously.

C. Approval of Claims and Warrants

A motion was made to approve the Claims and Warrant 586.

1st – Craig Messerknecht

2nd – Tara Michener

The motion passed unanimously.

6. Correspondence

A. Thank you letter from Maansi Nema re: Novi Meadows STEM Night

7. Presentation/Special Guest

A. None

8. Public Comment

None

9. Student Representatives Report

The Student Representatives report can be found on pages 23-24 of the January 23, 2020 Library Board packet.

Trustee Lawler inquired about possible names for the redesign of the teen stop room. Director Farkas is happy to share the possible names and direction of the teen room with the Trustees. Director Farkas informed the Trustees that Mahek Nasser is now a member of the Youth Council and is no longer a Student Representative for the Library. Mahek Nasser will attend the February Board meeting as a guest.

10. President's Report (Melissa Agosta)

A. 2019-2022 Goals Update (July, October, **January, April)**

The Goals Update can be found on pages 25-30 of the January 23, 2020 Library Board packet.

- Updates are noted in red

B. 2019-2020 Strategic Objectives (3 year plan)

11. Treasurer's Report (Geoffrey Wood Absent and Excused; Prepared by President, Melissa Agosta)

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 32-34 of the January 23, 2020 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 35 of the January 23, 2020 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 36-38 of the January 23, 2020 Library Board packet.

- Revenue ending December 31, 2019 was \$3,089,380.
- Expenditures ending December 31, 2019 was \$1,439,436.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Revenue and Expenditure Report can be found on pages 39-40 of the January 23, 2020 Library Board packet.

- Revenue ending December 31, 2019 was \$22,314.
- Expenditures ending December 31, 2019 was \$7,520.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 41 and 42 of the January 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of December 31, 2019 was \$3,744,802.
- Ending Fund Balance for Fund 269 as of December 31, 2019 was \$1,690,880.

12. Director's Report

The Director's Report can be found on pages 43-73 of the January 23, 2020 Library Board packet.

Staff members celebrating anniversaries in February are:

- April Stevenson – Information Services – 9 years
- Tia Marie Sanders – Building Monitor – 6 years
- Eva Sabolcik – Support Services – 4 years
- Steven Kays – Support Services – 1 years
- Colleen Kingsbury – Support Services – 1 year
- Kim Swejkoski – Support Services – 1 year

Directors Report Summary

- On pages 43-45 is an update about the Library Café provided by Evol Gazzarato, Food & Nutrition Director for Novi Community School District. Director Farkas will invite Ms. Gazzarato to the end of year Board Meeting in June.
- On pages 46-49 is an overview about the flood that occurred at the Novi Public Library on January 14, 2020. Director Farkas sends a huge thank you to the Novi Fire Department for their quick response. Also, Director Farkas thanks the Novi Parks and Recreation for hosting

the Novi Library's Japanese program. Director Farkas stated that only one book was damaged in the flood.

President Agosta asked about bringing in CERT leaders for additional training. (Community Emergency Preparedness Training). Director Farkas commented that training from CERT leaders has taken place but she will look into additional training options.

Trustee Michener was pleased that Library guests will not be charged fines for materials due during the closure and the extended grace period to pick up materials on hold.

- On pages 50-63 is the Novi Public Library's Marketing Plan. The Novi School District's Logo on page 58 will be updated. Director Farkas sends a huge thank you to Dana Brataniec and the committee.
- On pages 64-68 is the January eNewsletter. The newsletter is more colorful and vibrant and we are seeing more links getting clicked.
- On page 69 is the flyer for a Leadership Lunch and Learn with speaker Richard Sheridan, CEO of Menlo Innovations in Ann Arbor, Michigan. This event is in partnership with the Novi Chamber of Commerce and will take place on Tuesday, March 3rd from 11:30am-1:30pm.
- On pages 70-73 is an article discussing the benefits of reading vs. screen time.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 74-76 of the January 23, 2020 Library Board packet.

B. Facilities Report

The Facilities Report, provided by Keith Perfect is on page 77 of the January 23, 2020 Library Board packet.

C. Information Services Report

The Information Service Report is found on pages 78-80, prepared by April Stevenson.

D. Support Service Report

The Support Services report is found on page 81, prepared by Maryann Zurmuehlen. The number of items checked out in December is 62,193.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 82-90. August and October are highlighted as big months for Library cards issued. The Library will reach out to Walled Lake next. Trustee Yu commented that early March is kindergarten orientation. Trustee Yu suggested applications get added to the folders. Director Farkas is very appreciative of this information.

F. Friends of the Novi Library

N/A

G. Novi Historical Commission – December 18, 2019 Agenda

The Novi Historical Commission Meeting Agenda for December 18, 2019 can be found on page 91.

H. Bits & Pieces

The Library Board Calendar is on page 92 of the January 23, 2020 Library Board packet. Director Farkas mentioned that the next Board Meeting is Wednesday, February 19th at the Novi Public Library.

13. Committee Reports

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

(Michener-Chair, Agosta)

- 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
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
 - President Agosta requests to schedule an Executive Session for the February Meeting for the Directors Mid-year Review. Please email responses to President Agosta by February 14th if you would like to have them printed or bring a hard copy to the February Board Meeting.

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.
- Committee members are reviewing the current Financial Policy and will recommend changes.
 - Nothing new to report

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan is being revised.
2. Library/ Community Events attended by Library Board Members in the Last Month:
 - January 5: Library Board iCube Demo: Yu, Dooley, Messerknecht
 - January 6: Diamond Jim Brady's Program: Lawler
 - January 20: MLK Unity Breakfast: Yu

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu)

- No report at this time.

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

(Messerknecht – Chair, Lawler, Wood)

- Flood Update that occurred on Tuesday, January 14th. See information in the Director's report.
- Library Café –See information provided by Evol Gazzarato in Director's report.
- Grounds- North end drain work will be completed spring, 2020.
- Lending Library Kiosk-We have received a tentative delivery date from the City of Novi for June 1, 2020. We have alerted the Lending Library vendor for delivery to begin on June 1, 2020 or during that week.
- Library Van- We are awaiting the delivery of the new van. Costs for the vinyl wrap of the van have been received. A memorandum of understanding will be drafted for the February meeting review by the Board.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
 - No report at this time.

14. Public Comment

There was no public comment.

15. Matters for Board Action

- A.** Approval of 2019-2020 Year End Projection 268 Budget as of January 23, 2020 (final documents provided at Board meeting, not in packet)

A motion was made to approve the 2019-2020 Year End Projection for 268 Budget. Revenues of \$3,147,424.71 and expenditures of \$3,144,818.40 adding \$2,606.31 to the fund balance.

1st – Kat Dooley

2nd – Craig Messerknecht

The motion passed unanimously.

- B.** Approval of 2019-2020 Year End Projection 269 Contributed Fund Budget.

A motion was made to approve the 2019-2020 Year End Projection for 269 Contributed Fund Budget. Revenues of \$39,500 and expenditures of \$73,750 consuming \$34,250 of the fund balance.

1st – Tara Michener

2nd – Kat Dooley

The motion passed unanimously.

- C.** Approval of 2020-2021 268 Budget (final documents provided at Board meeting, not in packet)

A motion was made to approve the 2020-2021 268 General Budget. Revenues of \$3,245,300 and expenditures of \$3,386,360 consuming \$141,060 of the fund balance.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

- D.** Approval of 2020-2021 269 Budget (final documents provided at Board meeting, not in packet)

A motion was made to approve the 2020-2021 269 Contributed Fund Budget. Revenues of \$42,000 and expenditures of \$77,500 consuming \$35,500 of the fund balance.

1st – Kat Dooley

2nd – Bill Lawler

The motion passed unanimously.

- E.** Approval of January 2020-December 2022 Marketing Plan

A motion was made to approve the January 2020-December 2020 Marketing Plan on pages 50-63 of the January 23, 2020 Library Board packet.

1st – Kat Dooley

2nd – Craig Messerknecht

The motion passed unanimously.

16. Executive Session – To discuss written confidential and privileged correspondence from legal counsel.

- Roll Call was taken by Secretary, Kat Dooley, to go into Closed Executive Session. All Trustees were in favor of the Closed Executive Session.
- The Executive Session began at 7:44pm and ended at 7:52pm.

17. Adjourn

A motion was made to adjourn at 7:53 p.m.

1st—Tara Michener

2nd—Torry Yu

The motion passed unanimously.



February 19, 2020

Kat Dooley, Secretary

Date