



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
July 18, 2012**

**1. Call to Order and Roll Call**

**Library Board**

Mark Sturing, President  
Willy Mena, Vice President  
David Margolis, Treasurer  
Larry Czekaj, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Scott Teasdale, Secretary  
Larry Kilgore, Board Member

**Student Representatives**

Jessica Mathew  
Torry Yu

**Library Staff**

Julie Farkas, Director  
Marcia Dominick, Administrative 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 7:02 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A request to add under Item #16, Matters for Board Action, a. December 19, 2012 Regular Board Meeting.

A motion was made to approve the July 18, 2012 Agenda as amended.

1<sup>st</sup> – Larry Czekaj

2<sup>nd</sup> – David Margolis

The motion was passed unanimously.

#### **4. Consent Agenda**

A motion was made to approve the July 18, 2012 Consent Agenda as presented.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Larry Czekaj

The motion was passed unanimously.

#### **5. Correspondence**

##### **a. Thank You letter from Carol Ann Donnelly**

A thank you note was received recognizing the Novi Public Library in the collection of donated clothing that was brought in by the community to the Library, sorted, and then provided to the Holy Family Community Clothes Closet. This was a huge effort completed by the TAB team, volunteers, and staff.

#### **6. Presentation**

##### **Recognition of International Story Time Volunteers**

The Library is thankful to have 16 devoted International Story Time volunteers who provide stories to our youth in 8 languages. The Library Board thanked those who attended with a certificate of appreciation. Attending and receiving their certificate were:

Naoko Maebayashi (Japanese)

Visa Kannan (Tamil)

Sapna Pandey (Hindi)

Latha Ramasami (Tamil)

Not in attendance:

Junko Yoshida (Japanese)

Keiko Otaka (Japanese)

Lidia Madrigal (Spanish)

Mei-Ying (Beverly) Sheng (Chinese)

Mei-Chieh (Maggie) Chen (Chinese)

Priya Iyer (Hindi)

Sharon Lu (Chinese)

Shubhangi Dabak (Marathi/German)

Shuyuan (Sharon) Yang (Chinese)

Takako Shibata (Japanese)

Sonia Gutierrez (Spanish)  
Cornia Otanez (Spanish)

**7. Public Comment**

There was no public comment.

**8. President's Report**

**a. Library Goals 2012-2013**

The Library Goals 2011-2012 report is provided on pages 25-27 of the July 18, 2012 Library Board Packet.

- To promote the Museum Adventure Pass (MAP) and the Park & Read Pass. The Museum Adventure Pass can be reserved on-line, where the Park & Read is still obtained only in the Library.
- Multiple Focus Groups were held for various community groups, teens, and staff in June and July. Julie Farkas is still looking for more participation from the community. The next Focus Group meeting will be held on Wednesday, July 25, 7 p.m. at the Library.
- A presentation of the business resources available at the Library will be presented to the Novi Chamber of Commerce on July 24, 2012.
- The Library staff will be offered Microsoft Office 2010 training in the fall.

**9. Treasurer's Report**

**a. Library Budget 2011-2012**

The 2012-2013 Budget dated February 15, 2012 is included in the Library Board Packet on pages 28-29.

**b. Library Financials and Walker Fund, June 30, 2012**

There were no financials provided for this Library Board Meeting, but are expected to be received by August 10 for the August 15, 2012 Regular Board Meeting. The figures that will be provided will be the "unaudited" preliminary June 30, 2012 financials.

Note: \$15,000 was added to the 2012-2013 fiscal year budget for landscape improvements.

Due to the decline in tax revenue, the Library did have to utilize funds from its fund balance in the 2011-2012 fiscal year, but until the final figures are provided, the actual amount is not known.

**c. Library Café Revenue Report – due 15<sup>th</sup> of the Month**

In June, the Café revenue reported \$393.45, the lowest amount received to date. June is typically the slowest month for purchases.

## **10. Director's Report**

A detailed report from Director, Julie Farkas, is provided on pages 30-31 of the July 18, 2012 Library Board Packet.

### **Library Board Goal Setting 2012-2013**

The Library Board Goals for 2012-2013, that were discussed at the Goal Setting Session on June 25, 2012, were read by President Mark Sturing as a review for the Board.

#### **Goal #1: Marketing/Relationship Building/Outreach**

Promote the library in Novi's residential and business communities; consider new avenues for promoting library services to non-library users; leverage existing resources whenever possible.

#### **Goal #2: Services, Collections/Programs/Technology**

Provide quality services, collections, programs and technology that meet the changing needs of our community.

#### **Goal #3: Staff Development**

Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession.

#### **Goal #4: Financial for Operations**

Balance the needs of the community with fiscal responsibility.

#### **Goal #5: Fundraising**

Create fundraising opportunities for our community to continue to grow the Library's services, collections, programs, and technology.

#### **Goal #6: Board Engagement**

The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.

#### **Goal #7: Policies and Planning**

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Board member Larry Czekaj recommended Goal #5 read: Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

A motion was made to adopt all the recommended goals with Goal #5 to read: Create fundraising opportunities for our community to support the growth of the Library's services, collections, programs and technology.

1<sup>st</sup> – Larry Czekaj  
2<sup>nd</sup> – David Margolis

The motion was passed unanimously.

The seven (7) goals for 2012-2013 have been adopted.

### **Precinct #16 at Novi Public Library**

The Novi Public Library will now host Precinct#16 starting with the August 7, 2012 Primary Election. A Special Election is slated to be held on Wednesday, September 5, and the General Election on Tuesday, November 6.

### **Strategic Planning Committee**

There have been seven (7) meetings held to date with the next one scheduled for July 25, 2012 at the Library.

### **Staff Luncheon**

A thank you to the Board for their generosity in providing the staff with the \$2,000 Library of the Year award, with a majority of the funds shared amongst the Library staff, and the remainder of the funds to be used for a staff luncheon. The luncheon was celebrated in June.

### **MLA 2012 Annual Conference**

The 2012 MLA Annual Conference will be held in Dearborn this year at the Hyatt Regency Dearborn, November 7-9. If any Board members are interested in attending, please contact Julie.

### **On the Road with NPL**

Three (3) education based programs have been created and provided to the community starting in September and running through November. The trips are for those age 18 years or older and will be hosted by Margi Karp-Opperer and Kathy Crawford.

- Patriot Day in Historic Holly, Tuesday, September 11, 2012
- Experience Your Capitol – Lansing, October 4, 2012
- A Day in Detroit, November 2, 2012

Each attendee must complete an application and sign a waiver. Each trip, if filled, will raise approximately \$1,000 for Adult Programming.

There were over 1,500 participants enrolled in this year's Summer Reading Program and 100 very helpful teen volunteers.

On July 20, 2012, the completion of the landscape project, as recommended by the Library's Landscape Committee, will be realized with the addition of mulch to the beds. The property in front of the parking lot saw new sod

added; additional plantings were added to the beds, and replacement of trees on the berm.

**a. Public Services Report**

Report is provided on page 32 of the July 18, 2012 Library Board Packet.

**b. Building Operations Report**

Report is provided on page 33 of the July 18, 2012 Library Board Packet.

**c. Library Usage Statistics – May 2012**

The June statistics are located on pages 34-36 of the July 18, 2012 Library Board Packet.

- 469 Library cards issued (largest number issued)
- 73,046 items checked out
- Number of items borrowed from TLN – 4,203
- Number of items borrowed from MEL – 100
- Number of items loaned through TLN – 4,975
- Number of items loaned through MEL – 217
- 61.68% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 1,317

The full time facilities assistant is the only new staff person hired; all the others are replacement staff.

The Library Board would like to recognize departing employees at their Board meetings or in the Board minutes.

**11. Friends of Novi Library Report**

No report was provided as no meeting was held in July.

**12. Student Representatives' Report**

Report is provided on page 37 of the July 18, 2012 Library Board Packet.

- An Animanga Club meeting was held with 30 in attendance; the largest group to date. The next meeting will be held on Wednesday, July 18, 2012, 7 p.m.
- An orientation was held for new and returning Summer Reading Program volunteers to assist in navigating the Library Summer Reading Program web site and help patrons with issues they may have.

**13. Historical Commission Report**

The Historical Commission provided their May 23, 2012 Meeting Minutes.

- The June 16, 2012 Heritage Festival was well attended.

- The Historical Commission Fall Program Series:
  - Kathy Crawford, Monday, October 8, 2012, will speak on Historical Novi.
  - Ed Kriewal, Tuesday, December 11, 2012, is a former City of Novi City Manager.

#### **14. 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. The handling of Library reserves and long-term financial planning will be addressed in future discussions and a more definitive policy put in place. Mark suggested that it would be beneficial to have Larry Kilgore provide his notes and information. A board member suggested that the staff develop goals for Library technology and facilities needs, as this will dictate the fund reserves. Identify the needs as to when warranties expire and timelines regarding the replacement of equipment, structural, etc.

**d. Fundraising Committee (Sturing, Mena – chair)**

There was no report provided. The planning for the April 2013 fundraising event will start the end of July or early August. Julie is looking for new people to be involved.

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

There was no report provided.

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

The initial plan has been completed with additional work in progress with a completion date of July 20, 2012. This concludes the first mandate.

There have been calls from the community regarding the excessive watering of the lawn. The Library has new sod which needs to be watered more than usual to establish a good root system. Great Oaks was contacted and they determined that the watering can now be reduced. The Library's sprinkler system is on a well and does not affect the City's water system. The grass is still not able to be cut.

#### **15. Public Comment**

There was no public comment.

#### **16. Matter for Board Action**

**a. December 19, 2012 Regular Library Board Meeting.**

After discussion, it was determined to continue to hold the December 19, 2012 Regular Library Board Meeting as scheduled especially with the Strategic Planning results and the discussion on the 2013-2014 budgets.

Reminder, the November Library Board Meeting has been rescheduled for Wednesday, November 28, 2012, 7 p.m.

The Board questioned the results of the Engage mailing and were the missed areas of the City not receiving the booklet, resolved? The City was to follow-up with the Novi Post Office. Julie has not heard of a resolution to the problem and will follow-up on it.

**17. Adjourn**

A motion was made to adjourn the meeting at 7:55 p.m.

1<sup>st</sup> – Larry Czekaj

2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.



August 15, 2012

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Mark Sturing, President

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Date