



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 24, 2019**

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 Board Member – Katherine (Kat) Dooley

Kat has been a resident of Novi since 2009 and has been employed in the City of Novi prior to becoming a resident. Kat is a Board Member of the Novi Rotary and is involved with Feed the Need. Kat is honored to work in the Community and to be a member of the Novi Library Board.

B. Committee Assignments based on Board Member appointments (until May 2019)

1. Torry Yu – Buildings/Grounds, HR
2. Kat Dooley – Strategic Planning, Policy

C. Welcome 2 new Student Representatives – Mahek Nasser and Tarun Tangirala

Mahek Nasser is a sophomore at Novi High School that enjoys playing field hockey in her free time. Also, Mahek is involved in choir and several academic clubs. Tarun Tangirala is a freshman at Walled Lake Western. Tarun played soccer on the JV team and is involved in Model UN and many other extra-curricular activities. Tarun is looking forward to giving back to his community.

2. Roll Call by Secretary, Bill Lawler

Library Board

Tara Michener, President
Melissa Agosta, Treasurer
Bill Lawler, Secretary
Kat Dooley, Board Member
Craig Messerknecht, Board Member
Geoffrey Wood, Board Member (absent and excused)
Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (departed at 7:18pm)
Tarun Tangirala, Student Representative (departed at 7:18pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

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.

These motions were accepted and approved as amended.

1st—Melissa Agosta

2nd—Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes – December 19, 2018

A motion was made to approve the regular meeting minutes from December 19, 2018. Trustee Agosta requested that item **17. A. Library Board Director Mid-Year Review** on page 14 is changed from February to January. The line will be amended to read, this session will take place at the January Board Meeting. The minutes were approved with the above noted change.

1st—Torry Yu

2nd—Melissa Agosta

The motion passed unanimously.

B. Approval of Claims and Warrants L574

A motion was made to approve the Claims and Warrants L574.

1st – Torry Yu

2nd – Melissa Agosta

The motion passed unanimously.

6. Correspondence

A. Email from Beth Sommers regarding story time programs

7. Presentation/Special Guest

A. None

8. Public Comment

The first public commenter was Mr. Alan Bialeck regarding his personal growth workshop at the Novi Library. Mr. Bialeck discussed his interactions with the Library staff and the staff's determination to not move forward with his personal growth program.

The next public commenter was Mike Duchesneau. He thanked the Board and the Library staff for the information that is included on pages 54 and 55 of the Board packet. In summary, Mr. Duchesneau requested that 1,500 books be added to the international book collection and discussed Novi's population of Japanese citizens.

9. Student Representatives Report

The Student Representative Report can be found on pages 18-22 of the January 24, 2019 Library Board packet.

December Programs:

12/11/18 Battle of the Books Coaches' Kick-Off Meeting (50 attendees)

12/12/18 The NASA @ My Library STEM Kit Activities Program (10 attendees)

12/18/18 The Gingerbread Engineering Challenge (143 attendees)

12/19/18 The Tween Pizza & Pages Book Club (12 attendees)

12/21/18 Teen Advisory Board Meeting (TAB) (18 attendees)

Upcoming Programs:

02/15/19 Teen Advisory Board Meeting

02/27/19 Tween Pizza & Pages Book Club

Director Farkas included the Novi Public Library Student Representatives Expectations on page 22. Teen Librarian Lindsay Gojcaj, Director Farkas and the new student representatives, Mahek and Tarun met weeks ago to discuss these expectations. Trustee Lawler welcomed the new representatives and is pleased to see students early in their high school careers join the library. Past representatives have been juniors and seniors.

10. President's Report (Tara Michener)

A. 2018-2019 Library Goals

The Library Goals are on page 23 of the January Board Packet.

B. 2018-2019 Goal Update (July, October, January, April)

On pages 24-38 is the update, changes are marked in red for review. Director Farkas reports on the goals quarterly to the Board.

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 39-52 of the January 24, 2019 Library Board packet.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Fund 268 Budget can be found on pages 39-42 of the January 24, 2019 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 43 of the January 24, 2019 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. Trustee Agosta explained that the Board approved an amended budget for Fund 269 and expects the financials to reflect this by the next meeting.

C. Treasurer's Overview of Financials – January 24, 2019

Please refer to page 44 and 45 for the Treasurer's Overview of Financials.

D. Library Fund 268 Expenditure & Revenue Report as of December 31, 2018

The Fund 268 Expenditure and Revenue Report can be found on pages 46-49 of the January 24, 2019 Library Board packet.

- Revenue ending December 31, 2018 was \$2,971,762
- Expenditures ending December 31, 2018 were \$1,332,800

E. Contributed Fund 269 Expenditure & Revenue Report as of December 31, 2018

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 50 of the January 24, 2019 Library Board packet.

- Revenue ending December 31, 2018 was \$36,631.24.
- Expenditures ending December 31, 2018 was \$59,475.24.

Trustee Agosta mentioned that the Increase in expenditures is the result of \$32,750 deposit made to the Lending Library.

F. Balance Sheets for Funds 268 and 269 as of December 31, 2018

The Balance Sheet for Funds 268 and 269 can be found on pages 51 and 52 of the January 24, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of December 31, 2018 was \$3,532,153.40.
- Ending Fund Balance for Fund 269 as of December 31, 2018 was \$1,683,492.28.

Please refer to page 45 for Trustee Agosta's brief explanation of Funds 268 and 269.

12. Director's Report

The Director's Report can be found on pages 53-89 of the January 24, 2019 Library Board packet. Staff members celebrating anniversaries in February are:

- April Stevenson – 8 years
- Tia Marie Sanders – 5 years
- Eva Sabolcik – 3 years

Director Farkas included information about the Trustee Workshop which will be held March 13, 2019 at the Novi Library. Details can be found on page 53 of January 24, 2019 Library Board packet. Director Farkas appreciates this great opportunity for the Board Members to network with other Board Members of the neighboring libraries that are participating in the event. A trustee inquired whether other Library Directors will be present. Director Farkas responded that all Directors from the Libraries being represented are attending.

Please refer to pages 54 and 55 for the response to Mr. Duchesneau's request from the December meeting. Director Farkas agrees with Mr. Duchesneau and expressed her intentions of continuing to grow the international collection.

On page 55 Director Farkas included dates of meetings that she has been involved in, this is followed by a paragraph personally thanking staff that contributed in building the budget that was presented on January 19, 2019.

On page 68 and 69 is a brochure promoting a new pilot program with our neighborhood libraries. The program is called The Let's Talk About Series. Director Farkas explained that each month there is a library that is hosting and discussing a theme. This discussion encourages discussion of a natural topic with young children ages 4-11 and their parents. Novi Library's first topic is race and Library Board President, Tara Michener, is going to be helping out with that program.

On page 70, the Novi Library is hosting non-profit organizations to be present and have a table at a community volunteer fair. If you are looking for a way to get involved in your community as a volunteer, please attend on Saturday, April 27th and get to know all of the non-profits in the community. Director Farkas is grateful to Community Financial who paid for Chuck Gaidica to be the Honorary Speaker for this event.

A. Information Technology Report

The Information Technology Report can be found on page 71 of the January 24, 2019 Library Board packet. Training details can be found on page 72.

B. Facilities Report

The Facilities Report can be found on the bottom of page 72 of the January 24, 2019 Library Board packet.

C. Information Service Report

The Information Service Report is found on pages 73-75, prepared by April Stevenson. Director Farkas mentioned the Raising a Reader Program on page 74. This program has 275 children actively participating; 1,038 logs have been received this year and 2,400 books read in December 2018.

D. Support Service Report

The Support Services report is found on pages 76 -78, prepared by Maryann Zurmuehlen. Director Farkas is happy to point out that all 24 of her 24 staff members tested 100 percent on CARL proficiency testing.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 79-85 of the January 24, 2019 Library Board packet.

F. Director Performance Evaluation Form (2nd draft)

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

G. Friends of the Novi Library

No report was provided.

H. Novi Historical Commission

On pages 86-88 are the minutes from the November 28th meeting. Director Farkas pointed out that the Novi Historical Commissions Budget and expenditures is on page 86. The Historical Commission is very helpful with gathering data for the City of Novi's 50th Anniversary.

Trustee Dooley discussed the Libraries social media presence recommending that the Library build out the future programming schedule on Facebook. Trustee Agosta agreed and added that Facebook has reminders available that indicate events followers are attending or interested in attending. Director Farkas will work with the staff to get this implemented.

Trustee Lawler noticed that the percentage of self-checks seems to be decreasing and asked for others thoughts on this. Director Farkas confirmed that Trustee Lawler is correct and mentioned they are usually around the 50% mark and said that all the self-checks are working. Adding that perhaps people would like to talk to staff and check out items with the staff.

13. Committee Reports

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

(Michener-Chair, Dooley)

- Board approved revised policy manual on June 22, 2017
- New policy being presented to the Board regarding a Drug-Free Workplace on pages 66 and 67. Director Farkas explained this is a policy that the City has adopted and made active. Director Farkas is looking for direction from the Board to move forward with this policy. This is discussed further under item **15.C. Drug-Free Workplace policy.**
- President Michener asked the Trustees on the Policy Committee to make a note that the Board will be doing some policy review very soon.

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

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

- Staff satisfaction and strategic planning. Director Farkas will set up a meeting with the HR Committee to review the staff satisfaction survey information.
- President Michener stated that the HR Committee will be contacted for a meeting very soon.

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

(Agosta – Chair, Messerknecht, Lawler)

- Trustee Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up process (policies, bylaws, costs, etc.)
- Director Farkas contacted the library attorney for an update and the attorney is still working on investigating the start-up information.

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 will be meeting with President Michener on the details and creativity of the Bingo Idea. Also, President Michener discussed a potential for Board Books with the Board entertaining the possibility a Summer Reading Program.

- 01/12/2019: City of Novi Early Budget Input Session - Michener
- 01/14/2019: Mental Health Presentation - Michener

E. Strategic Planning Committee: Annual review of current plan

(Wood – Chair, Dooley) Review completed in November 2017.

- Council Member, Doreen Poupard, has offered to stay involved with the Committee through June 2019 based on her months of knowledge and participation since July 2018.
- Strategic Planning data was received on January 11, 2019. Director Farkas is currently reviewing and will be setting up a session to go over the findings with the Committee.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- January 15, 2019: Planning meeting with Novi School District regarding library café partnership. Considered options for operating, staffing, equipment, hours of operation. Library attorney will draft language based on desires for the educational partnership. Meeting attended by Director Farkas, Trustee Lawler, and Trustee Wood.
- LED project is almost completed. There is a final meeting with consultant and committee scheduled for Wednesday, January 30, 2019 at 10:00 am at the Library.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- Revision being proposed to the Board based on student representative requirements. Please refer to item **15.A. Approve: Amendment to Library Board Bylaws to reflect updated language for student representative.**

14. Public Comment

None

15. Matters for Board Action

A. Approve: Amendment to Library Board Bylaws to reflect updated language for student representative.

Director Farkas wanted to update the information in the Bylaws regarding the Student Representatives. Please refer to page 57 for changes highlighted in yellow. Approved wording: Student Representative must be a resident of Novi, Michigan.

A motion was made to approve the amendment to the **Bylaws of the City of Novi Library Board**

1st— Melissa Agosta

2nd— Kat Dooley

The motion passed unanimously.

B. Approve: OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY (1ST draft – Attorney recommended).

Director Farkas and Trustee Messerknecht had an appointment with an attorney and the memorandum changes were made based on the attorney's recommendation. Director Farkas has already reviewed these changes with Friends President, Sue Johnson and Vice President Carol Hoffman, both agree with the language that was presented. Trustee Messerknecht mentioned that the attorney recommendation was to have more formal wording with some of the aspects of the agreement.

Director Farkas gave an example of page 63 section 1.e. discussing where the space is allowed to Friends for a nominal fee.

A motion was made to approve the 1st draft of the **OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY**

1st— Melissa Agosta

2nd—Kat Dooley

The motion passed unanimously.

C. Drug-Free Workplace policy

Please refer to pages 66 and 67 to review this policy. Trustee Agosta asked if this pertains to volunteers. Director Farkas stated that it does.

A motion was made to approve the **Drug-Free Workplace policy**.

1st— Melissa Agosta

2nd—Torry Yu

The motion passed unanimously.

16. Library Director Mid-year review (Closed Session)

No decisions will be made tonight during this closed session.

17. Adjourn

A motion was made to adjourn at 8:00 p.m.

1st— Melissa Agosta

2nd—Kat Dooley

The motion passed unanimously.



William Lawler, Secretary

February 28, 2019

Date