

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
September 28, 2017**

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

2. Roll Call

Library Board

Craig Messerknecht, President

Tara Michener, Vice President

Melissa Agosta, Treasurer

Ramesh Verma, Secretary

Bill Lawler, Board Member

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

Student Representatives

Ravenna Joshi, Student Representative (Absent and Excused)

Lahari Vavilala, Student Representative (Departed at 7:11 p.m.)

Library Staff

Julie Farkas, Director

Julie Prottengeier, Office Assistant

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.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Consent Agenda

A motion was made to approve the Claims and Warrants L558 and the regular meeting minutes for August 24, 2017.

1st— Doreen Poupard

2nd— Melissa Agosta

The motion passed unanimously.

6. Correspondence

- A. Thank you letter from Dave Johnson, Novi Youth Assistance
 - Mr. Johnson thanked Ms. Farkas, and the Novi Library, for giving a donation to the Novi Youth Assistance (NYA) 6th Annual Golf Outing. The Novi Library partners with NYA to support Teen Space.
- B. Thank you letter from Amelia Purdy-Ketchum, Novi Parks and Recreation Department
 - Ms. Purdy-Ketchum thanked the Novi Library for once again partnering with Novi Parks and Recreation to support Sizzling Summers for the children in the community. There were over 4,000 participants this summer.
- C. Thank you note from Sandy Pennington, Fox Run Resident
 - Ms. Pennington thanked Ms. Farkas for the wonderful evening on September 15, 2017. The Library hosted 125 Fox Run residents for an evening of art, music and food.
 - Ms. Farkas reported the evening was such a success that another event will be planned in the spring of 2018.
 - Trustee Poupard thanked Trustee Verma for attending the event.
- D. Thank you email from Geri Angel, Fox Run Resident
 - Ms. Angel also thanked Ms. Farkas for hosting A Taste of Art on September 15, 2017.

7. Presentation/Special Guest

There was no presentation.

8. Public Comment

There was no public comment.

9. Student Representatives Report-August, 2017

The Student Representative Report can be found on pages 19-20 of the September 28, 2017 Library Board packet.

A. Programs

- 8/4/17: Teen After-Hour Party (29 in attendance)
- 8/15/17: Life Size Pac-Man (20 in attendance)
- 8/17/17: Comic Art Camp (5 in attendance)
- 8/22/17: DIY Back to School Bags Program
- 8/22/17: College Application Essay Workshop (11 in attendance)
- 8/29/17: College Application Essay Workshop (6 in attendance)

B. Upcoming Programs

- 10/10/17: If You Give a Tween a Cupcake
- 10/17/17: Eats & Treats Teen Cooking Club
- 10/20/17: TAB Meeting
- 10/22/17: Virtual Reality Showcase
- 10/25/17: Pizza and Pages Book Club

C. TAB Update

TAB meetings will resume in September.

D. Teen Space

Teen Space will resume in September.

10. President's Report

A. Goals Update

Goals are addressed quarterly.

11. Treasurer's Report

A. Library Budget Fund 268—2017-2018

The 2017-2018 Fund 268 budget can be found on pages 22-26 of the September 28, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 268 calls for revenue of \$2,901,020.00 and expenditures of \$3,032,496.00 which would consume \$131,476.00 of the fund balance.

B. 2017-2018 Contributed Fund Budget 269

The 2017-2018 Contributed Fund 269 Budget can be found on page 27 of the September 28, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 269 calls for revenue of \$48,500.00 and expenditures of \$118,465.00 which would consume \$69,965.00 of the fund balance.
 - Ms. Farkas reported that the Lending Library money will be moved to new account 269-000.00-976.044.

C. Library Fund 268 Revenue and Expenditure Report (August 31, 2017)

The Fund 268 Expenditure and Revenue Report can be found on pages 28-31 of the September 28, 2017 Library Board packet.

- Revenue: The year to date revenue through August 31, 2017 is \$158,913.69 which is an increase of \$108,484.00.
- Expenditures: The year to date expenditures through August 31, 2017 are \$407,414.10 which is an increase of \$237,912.00 from the last month.
- Trustee Agosta informed the Board that the Library is waiting for tax revenue to come in which should be in the month of October.

D. Contributed Fund 269 Expenditure & Revenue Report (August 31, 2017)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 32 of the September 28, 2017 Library Board packet.

- Revenues are \$8,824.23 and expenditures are \$4,965.65 through August 31, 2017.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 33-34 of the September 28, 2017 Library Board packet.

- Fund 268 had an ending balance of \$1,591,489.32 for the month of August.
- Fund 269 had an ending balance of \$1,701,805.02 for the month of August.

12. Director's Report

The Director's Report can be found on pages 35-43 of the September 28, 2017 Library Board packet.

- Ms. Farkas reported that she engaged in a meeting with Jessica Striegle from the Northville Community Foundation to continue discussing options for a library endowment. Ms. Farkas plans to meet with Ms. Striegle, as well as the Finance Committee, in early 2018.
- Ms. Farkas thanked Trustee Messerknecht for attending the City of Novi Ambassador Academy on September 20, 2017.
 - Trustee Messerknecht commended Ms. Farkas for the enthusiastic presentation she gave. He heard many complements from the attendees.
 - Ms. Farkas reported that the Novi Library was nominated for the 2018 National Medal for Museum and Library Services from the Institute of Museum and Library Services. Congressman Dave Trott nominated the Library for this award which is the top award for museums and libraries across the country. The winners will be announced in spring of 2018.
 - Ms. Farkas and Christina Salvatore, Communications Specialist, are in the process of writing the submission letter.
- Congressman Dave Trott will be at the Library on October 16, 2017 to present donated books from the Library of Congress.

- Ms. Farkas hosted a breakfast for media specialists in the district to thank them for their contribution to the Summer Reading Program. This past summer, over 3,000 children participated in the program.

A. Information Technology Report

The Information Technology Report can be found on page 44 of the September 28, 2017 Library Board packet.

B. Facilities Report

The Facilities Report can be found on pages 45-46 of the September 28, 2017 Library Board packet.

- The facilities staff is preparing for Fire Safety month which is in October.
- Keith Perfect, from the Facilities Department, is starting a Safety Committee with staff members with the purpose of reviewing policies.

C. Information Services Report

The Information and Services Report can be found on pages 46-48 of the September 28, 2017 Library Board packet.

- The Library supported Patriot Week.
- 472 children have registered for the Raise a Reader in Novi program. 132 children have read 1,000 books and a party will be held for them.

D. Support Service Report

The Support Service report can be found on pages 49 of the September 28, 2017 Library Board packet.

- 563 library cards were issued in August.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 50-58 of the September 28, 2017 Library Board packet.

F. Novi Historical Commission

N/A

G. Friends of the Novi Library

The Friends August 19, 2017 minutes can be found on pages 59-62 of September 28, 2017 Library Board packet.

13. Committee Reports

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

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

- Work on the salary study continues and the committee is looking into finding a consultant to complete the study. Ms. Farkas is in contact with other library directors in the area and is hopeful that using a consultant may not be necessary.
- The City of Novi introduced a vacation buy-back program for full-time employees. The Library has had a policy like this in place, but Ms. Farkas has never utilized it. Since the City has started this program, Ms. Farkas feels it is time to activate the policy for full-time Library staff.
 - Full-time employees are able to buy 40 hours of unused vacation time as long as they have 80 hours available. At this time only 5 employees qualify for vacation buy-back.
 - Ms. Farkas would like to add a line item to the budget each year going forward so that the buy-back would be available to qualifying full-time employees.

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

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

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

- In June, 2018 the current Strategic Plan expires. The committee will begin meeting in early 2018.
 - Ms. Farkas made a correction to the Agenda on page 2 under the Strategic Planning Committee. The current Strategic Plan was reviewed in November, 2016.
- F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**
- Based on feedback for the attorney, Ms. Farkas sent a letter to the former landscaping vendor responding to vendor's request for payment.
 - The LED committee continues to work on the project. Sample lighting is being installed.
- G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws**

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. One time approval of \$6,000 for 2017-2018 Permanent Salaries budget line for vacation buy-back program for eligible full-time library employees.

- Trustee Agosta supports the buy-back program but is not in favor of changing the budget for a \$6,000.00 expenditure. The fellow board members were in agreement.

A motion was made to support the Director's reactivating the policy to offer vacation buy-back.

1st—Geoff Wood

2nd—Melissa Agosta

The motion passed unanimously

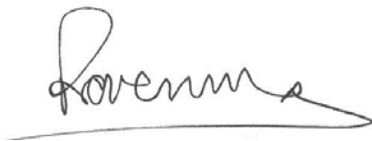
16. Adjourn

A motion was made to adjourn at 8:02 p.m.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.



October 30, 2017

Ramesh Verma, Secretary

Date