



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 19, 2011**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Laura Casey, Vice President
Mark Sturing, Secretary
Willy Mena, Board Member
Ramesh Verma, Board Member

Absent and Excused

David Margolis, Treasurer
Larry Czekaj, Board Member (7:14 p.m. arrival)

Student Representatives

Nishant Kakar
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 Larry Kilgore, President, at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request to add the Historical Commission report to the agenda was presented.

A motion was made to approve the October 19, 2011 Regular Board agenda as amended.

1st – Laura Casey
2nd – Ramesh Verma

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the October 19, 2011 Consent Agenda as presented.

1st – Willy Mena
2nd – Mark Sturing

The motion was passed unanimously.

5. Correspondence

There was no correspondence received.

6. Presentation

There was no presentation provided.

7. Public Comment

There was no public comment.

8. President's Report

A. Library Goals 2011-2012

The Library Goals for 2011-2012 have been developed. Highlights of the Goals are:

- Evaluate the 4-hour time frame for moving holds to the drive-up window. It was determined to keep this timeframe and reevaluate it again in 6 months.
- Provide special library cards for Novi Schools.
 - Julie Farkas, Margi Karp-Opperer and Kelly Kolchuk met with Middle School administration media specialists and provided 5 cards to each building for accessing the library's resources and databases.
- Material Usage report was provided to Julie Farkas to be included in the Annual Report.
- Four Support Services supervisors attended a training session on "How to Supervise People".

The Library's Annual Report is being finalized and when completed, will be presented to City Council.

A survey will be available at the end of November or early December to patrons, both in the Library and on the website, asking for feedback on how the Library is doing. With the completion of the Library survey in-house, a giveaway is being considered, i.e. magnet.

Regarding Goal#7 - Planning: Develop a new five-year strategic plan; Julie has asked the Board to create a committee for Strategic Planning.

9. Treasurer's Report

A. Library Budget 2011-2012

The Budget Report was submitted by Trustee David Margolis, Treasurer, and was presented by Trustee Larry Kilgore, President, in the absence of Trustee Margolis.

The 2011-2012 Budget dated March 16, 2011 and revised September 20, 2011, is included in the Library Board packet.

B. Library Financials and Walker Fund, September 30, 2011

The Balance Sheet for period ending September 30, 2011 indicates a Total Liabilities and Fund Balance of \$4,422,242.

The Library's Net of Revenues and Expenditures for the period ending September 30, 2011 shows a balance of \$1,785,126.

The Postage line item percentage is high due to the mailing of donor letters, fundraising postcards, etc. Ways of reducing this cost are being considered.

The Walker Fund Balance Sheet for the period ending September 30, 2011 shows the Total Liabilities and Fund Balance of \$1,448,235, and a Net of Revenues and Expenditures of \$6,130.

The Library's Investment Sheet for the period ending September 30, 2011 shows the Total Investment amount for the 268 Library Fund at \$4,304,527.

The Library's Investment Sheet for the period ending September 30, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,448,235.

The Library's Investment Sheet for the period ending September 30, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$5,752,762.

C. Library Café Revenue Report

There was no report provided.

10. Director's Report

- The Finance Committee met on Saturday, October 1, to discuss the City's Fund Balance policy. A Financial Policy for the Board is being considered.
- The Human Resources Committee met on Thursday, October 6, to discuss the various healthcare options being offered by the City. Tia Gronlund-Fox, HR director at the City was present and provided information. It is being brought to the October Board meeting for consideration of adoption. Open enrollment is November 21-December 2, 2011. Currently, the Board is considering offering the 80/20 plan which the City has adopted for their staff.
- The Fundraising Committee has met to discuss the Book It! Fundraising event to be held on Friday, April 27, 2012. This year's theme is Hollywood Nights. Donations collected at the event will assist in funding the DVD, Blu-Ray, CD, etc. collections.
- A new partnership has been created with the Chamber Music Society of Detroit. The Chamber will perform at the Library starting in February 2012 for the next three months and will then perform at Novi High School in May. The Chamber will perform again starting in the fall on the same type schedule – one Sunday a month for three months at the Library, and the fourth at the High School. A contract has been created for the series to run through 2014. PNC Bank will sponsor the events, but are looking to have additional sponsors.
- Julie Farkas and Library Board President, Larry Kilgore met with Novi News writer Nathan Mueller to discuss a news article for letting residents know what the Library has to offer and for ways of reaching non-library users.
- A new website was created by the State of Michigan offering residents a no-wait Secretary of State online service. Secretary of State, Ruth Johnson, held a press conference at the Library with television and news reporters in attendance. Julie Farkas was asked to speak regarding the Library's Internet resources.
- Julie Farkas made a presentation to the Novi Rotary regarding the Library's accomplishments for 2010-2012.
- The Library was presented with the ICMA Voice of the People award for the best improvement in services by the Library. Larry Kilgore accepted the award at a recent City Council meeting.

A. Public Service Report – Submitted by Margi Karp-Opperer

Report provided on page 32 of the October 19, 2011 Library Board packet.

B. Building Operations Report – Submitted by Mary Ellen Mulcrone

Report provided on page 33 of the October 19, 2011 Library Board packet.

C. Library Usage Statistics-September 2011

The September statistics are located on pages 34-36 in the Board packet.

- 395 Library cards issued
- 63,313 items checked out
- Number of items borrowed from TLN – 3,975
- Number of items borrowed from MEL – 136
- Number of items loaned through TLN – 4,609
- Number of items loaned through MEL – 234
- 57.57% of all items checked out were done on self check stations
- Daily average of people using the Library was 1,076

11. Friends of Novi Library Report

- The Library provided the Friends with their Wish List for 2011-2012 totaling \$30,000, which they approved.
- The Friends are planning on hosting a Friendraiser next summer on the Patio of the Library.
- The Friends will be holding a Special Book Sale on Saturday, November 19 at the Library in the Friends Book Nook.
- The Friends 2011 Gala will be held at the Library from 6:30- 9 p.m. for their Friends membership. Invitations will be going out soon.

12. Historical Commission Report

- A recap of the Coasting the Baseline dedication was provided along with pictures taken at the event.
- The Commission discussed improving the Library's Local History room with more historical photos and documents.
- Fall for Novi was held Saturday, September 24 where a new display of Novi History was displayed.
- The Historical Commission is holding a Local History Room Speaker Series. The first of the series was presented by Kathy Mutch on the importance of Grand River to the Novi community. It was so well attended, the presentation was moved to a larger room. The next in the series will be held on Thursday, November 10 and will be on one of Novi's early pioneering families, the Bassetts.

13. Student Representatives Report

- The first teen newsletter was sent out in September with the next going out in November. The newsletter was sent to students at the Novi and Walled Lake Western High Schools.
- A PowerPoint program was presented to both high schools highlighting the services provided by the Library for teens.
- TAB (Teen Advisory Board) flyers were created and distributed promoting the group. Information is also available on YouTube and on Facebook.

- On September 23, the TAB hosted a crowd of over 40 teens at their meeting.
- There are many more teens attending programs held at the Library.
- Service volunteers are reading to elementary students on Saturdays and in the evenings.
- The Library is hosting a mid-term review again this year, but no refreshments will be provided.
- A teen writing contest will begin in January 2012.
- The teens have been informed of the new Library rules for the second floor.
- On October 21, there will be a Fall Fun Party held at the Library.
- On September 23, the Library held a tween Pizza Taste-Off, which was a big success.

14. Committee Reports

A. Policy Committee (Margolis, Casey, Kilgore)

There was no report provided.

B. HR Committee (Casey, Verma, Kilgore)

1. Health Care Update

The Human Resources Committee met on October 6, 2011 to discuss the different options available to the Library employees. The meeting was attended by David Margolis, Larry Kilgore, Laura Casey, Julie Farkas, Director, and was directed by Tia Gronlund-Fox, Human Resources Director, City of Novi. Various options were provided with costs associated with each plan based on the legislation that was adopted by the governor in September, 2011.

The governor signed in to legislation three options:

- 80/20 cost sharing with the employee contribution at 20%
- Hard cap that limits the amount the employer pays
- Opt-out option

A memo dated October 19, 2011 was presented to the Library Board regarding the Employee Health Care Costs.

The Library Board had asked Ms. Gronlund-Fox to investigate the cost of providing health care independently, but found it too costly. Other options were investigated.

The City has adopted the 80/20 Health Care Plan for its employees. If the Library follows the City's plan, there will be an approximate \$5,000 savings for the Library.

The three healthcare plans that are offered to Library employees are:

- Blue Cross/Blue Shield Community Blue 4 PPO
- Health Alliance Plan HMO
- Priority Health HMO

Each plan has increased their plans by 6-8%.

A majority of the Board would like to stay consistent with what the City is offering their employees.

A motion was made to move that this Board adopt a health plan for the library employees that offers the same three plans that is offered by the City of Novi that basically is known as an 80/20 health care plan.

1st – Mark Sturing

2nd – Laura Casey

Discussion:

Board members were not confident with voting due to not being provided enough financial and additional information regarding the plans in advance.

Laura Casey rescinded her vote.

A special meeting will be held on Tuesday, November 1, 2011 to further discuss the Health Care Plans offered by the City. Tia Gronlund-Fox has offered to attend the meeting to answer Board questions.

A motion was made to table the vote on Health Care until the November 1, 2011 meeting.

1st – Willy Mena

2nd – Laura Casey

Roll call vote:

Laura Casey – yes

Larry Czekaj – yes

Larry Kilgore – no

Willy Mena – yes

Mark Sturing – no

Ramesh Verma – yes

The motion passed with a 4 yes -2 no margin.

C. Finance Committee (Margolis,Czekaj, Sturing)

No report was provided.

D. Fundraising Committee (Mena, Sturing, Casey)

No report was provided.

15. Public Comment

There was no public comment.

16. Matters for Board Action

A motion was made to table the vote on Health Care.

Roll call vote:

Laura Casey – yes

Larry Czekaj – yes

Larry Kilgore – no

Willy Mena – yes

Mark Sturing – no

Ramesh Verma – yes

The motion passed with a 4 yes -2 no margin.

17. Adjourn

A motion was made to adjourn the meeting at 8:03 p.m.

1st – Mark Sturing

2nd – Laura Casey

The motion was passed unanimously.



November 16, 2011

Mark Sturing, Secretary

Date