



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
February 19, 2014**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President
Larry Czekaj, Treasurer
Scott Teasdale, Secretary
David Margolis, Board Member
Craig Messerknecht, Board Member
Ramesh Verma, Board Member

Student Representatives

Ziyang Huang
Jessica Matthew

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant
Christina Salvatore, Communications Coordinator

Guests

John Lesko, Library Board Appointee
Roy Prentice, Farm Manager, MSU Tollgate

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 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Library Board President, Mark Sturing requested to add **Item # 8B** under **President's Report** – New Library Board Member – John Lesko, and Re-Appointment – Willy Mena.

A motion was made to approve the February 19, 2014 Agenda as amended.

1st – Willy Mena

2nd – David Margolis

The motion passed unanimously as amended.

4. Consent Agenda

A request for clarification was made, as to what the expenditure was for the software posting of CDW-G in the amount of \$10,525.00, which is typically a hardware distributor. Director, Julie Farkas did not have the information at hand, but explained that CDW-G is for both hardware and software purchases, and will provide the details to the Board.

A request was made to revise the draft minutes of the January 22, 2014 Regular Library Board minutes of language stated in the Treasurer's Report.

A motion was made to approve the February 19, 2014 warrants and to defer the approval of the January 22, 2014 minutes until the corrections are made and brought back to the Regular Library Board Meeting in March.

1st – Larry Czekaj

2nd – Willy Mena

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

1. Roy Prentice – Recognition for 9 Years of Service to the Novi Historical Commission

A Certificate of Appreciation was presented to Roy Prentice for 9 years of outstanding service and contributions to the Novi Historical Commission. Roy's leadership and direction brought numerous projects to completion. Library Director, Julie Farkas especially wanted to thank Roy for two projects that will definitely leave a legacy for the Novi Community; the Glass Etchings

Project in the Local History Room of the Novi Public Library, and the Baseline Project. Roy expressed his appreciation for having a great relationship in working with the City, the Board, and the Library. Roy stated that although he will no longer be on the Historical Commission, he will continue to support the Library by partnering with programming at the MSU Tollgate. Before leaving the podium, Roy announced that he wanted to share the last bottles of the 2013 maple syrup that was made at Tollgate, with the Board Members.

2. Jim Clear – Novi Town Center, Check Presentation to the Novi Public Library

Jim Clear was not at the meeting. Director, Julie Farkas will reschedule the Presentation.

7. Public Comment

There was no public comment.

8. President's Report

A. Library Goals Document 2013-2014

The 2013-2014 Goals document is located on pages 13-16 of the February 19, 2014 Library Board Packet. Highlights include:

- Added Czech story time to the international story times.
- Promoted Olympics on display screens as world news information.
- Scrapbooking event on February 8th raised over \$450.00.
- Committees to introduce new Enterprise online catalog that will be launched through the Library Consortium include Novi Library staff members.
- Fundraising Coupon books are being sold daily.
- Currently obtaining proposals through the City's bid process for lawn maintenance.

B. New Library Board Member Appointment – John Lesko and Re-Appointment – Willy Mena

Library Board President, Mark Sturing announced that, at the last Council meeting, Willy Mena was re-appointed to the Library Board, and John Lesko, was appointed as a new Member.

John Lesko is an eight year resident of Novi, who worked in accounting for thirty-two years before retiring. John will be replacing outgoing Trustee Scott Teasdale, who did not seek re-appointment.

After welcoming new Library Board Member, John Lesko, Trustee Scott Teasdale expressed what an honor it has been to serve on a Board that makes decisions to enhance and organization, instead of making decisions

to fix an organization. Library Board President, Mark Sturing commented that Scott was a major contributor, and thanked him for his time on the Board.

9. Treasurer's Report

A. Introduction of Carl Johnson, Finance Director – City of Novi

Library Board President, Mark Sturing was pleased to introduce and welcome the new Finance Director for the City of Novi. Carl Johnson comes to the City of Novi after 25 years in accounting with Plante-Moran. Carl spent his first ten years as an auditor, before creating a department to run Finance and Treasury offices for over 2,000 cities and school districts. The majority of the communities were troubled, and Carl worked with every emergency manager that was appointed by the State. Carl also has had experience working with Library Boards, and he is looking forward to working with the Novi Public Library Board to accomplish their goals together.

B. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the February 19, 2014 Library Board Packet on pages 17-18

C. Library Financials and Walker Fund – January 31, 2014

The Library Financials and Walker Fund Reports ending January 31, 2014 are located on pages 19-23 of the February 19, 2014 Library Board Packet.

With seven months into the fiscal year, on the revenue side, if we continue to track and realize the revenues we originally planned for, specifically in the line item, Property Tax Revenues, we may be about \$20 thousand - \$22 thousand dollars better than what was originally budgeted for.

Conversely, on the expense side, with seven months into the year, while we do have a few items that have exceeded a 58%-60% usage rate, most of those are attributable to either timing differences, and or, are items that would be within the control of the Library Director and staff to pare down expenses, until we get to the end of the year.

We should end up finishing the year close to budget, or maybe a little better than budget. However, we are still looking for a \$450 thousand - \$480 thousand dollar dip into the Library Fund Balance, so we do operate at a deficit.

Presently, that \$450 thousand - \$480 thousand dollars is approximately 15% of our approved budget for the Library, which long term is not a sustainable

practice. That \$450 thousand - \$480 thousand dollars today is approximately 20% - 25% of our Library Fund Balance. Investments options and opportunities are of critical importance because our cash burn is accelerating at a significant rate, and if we're only realizing 1% or 2% points on our investment funds, we are going to quickly get to where we are short of funds.

Right now the Library Staff is doing a great job in terms of keeping us on track, and we should finish up the year better than what was planned for. We did plan for a deficit, and we will need that deficit through no fault of the Library Board or the Staff. We are constrained to what our Property Tax Revenues will bring us.

The Balance for the Library Fund - 268 for the period ending January 31, 2014, is located on page 21 of the February 19, 2014 Library Board Packet.

The Balance for the Walker Fund – 269 for the period ending January 31, 2014, is located on page 23 of the February 19, 2014 Library Board Packet.

D. Library Café Revenue Report – Due 15th of the Month – January 2014

There was no report provided.

10. Director's Report

A detailed report from Director, Julie Farkas, is provided on pages 24-26 of the February 19, 2014 Library Board Packet. Highlights of the report are:

- Paradise Park will sponsor the Summer Reading finale parties for the third year.
- Staff is currently going through mid-year reviews and working on goals.
- Fundraiser Coupon Books are on sale; a flyer showing a sample is located on pages 25-26 of the February 19, 2014 Library Board Packet.

11. Additional Reports

A. Public Services Report

A supplemental report from Margi Karp-Opperer was distributed at the February 19, 2014 Library Board Meeting. Margi was on vacation when the Board Packet went into print and her report was not included.

B. Building Operations Report

The Building Operations Report is provided on page 27 of the February 19, 2014 Library Board Packet.

C. Library Usage Statistics – January 2014

The January statistics are located on pages 28-35 of the February 19, 2014 Library Board Packet. Highlights include:

- 305 Library cards issued
- 61,451 items checked out
- Number of items borrowed from TLN – 4,363
- Number of items borrowed from MEL – 113
- Number of item loaned from TLN – 5,159
- Number of items loaned from MEL – 113
- 56.76% of all items checked out were completed on self – checkout stations
- Total circulation – 61,451
- Daily average people using the Library was 1,234
- Early Literacy workstation usage 720
- Daily average Computer Logins – 1,171
- Technology Sessions – 16 with 19 participants
- Check – outs Freegal – 1,309; Overdrive – 4,195; Zinio – 749
- Charging Station Usage – 1
- Meeting Room Rentals – 42

12. Friends of Novi Library Report

There was no report provided.

13. Student Representatives' Report

The Student Representatives' Report is provided on page 36 of the February 19, 2014 Library Board Packet. Highlights of the report include:

- Started year with Mix it Up Munchies and a Movie program
- Talked about spring and summer teen programs at last TAB meeting
- Learned to make dumplings at Chinese New Year Cooking program
- Jessica volunteered for the Library's Martin Luther King Celebration
- Teen Book Club – March 1st @ 1:00pm
- TAB Meeting – March 14th @ 3:30pm
- Handwriting Analysis – March 14th @ 4:30pm

14. Historical Commission Report

The December 4, 2013 Historical Commission Report is located on pages 37-38 for the February 19, 2014 Library Board Packet. Highlights include:

- Looking for someone to help with the Oral History Project
- Motorcities Project are display panels that involve the automotive industry
- Kathy Crawford is the new Chair, and will be submitting budget information to City Council.

15. 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.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

*Indicates no longer a Board Member; new Committee Memberships will be assigned.

16. Public Comment

There was no public comment.

17. Matters for Board Action

There were no matters for Board Action.

*Library Board President, Mark Sturing asked Board Members for volunteers to be on a Nominating Committee to elect the new Library Board Officers. The Nominating Committee will be selected at the next Board Meeting.

18. Adjourn

A motion was made to adjourn the meeting at 8:12 p.m.

1st – Ramesh Verma

2nd – Scott Teasdale

The motion was passed unanimously.



March 19, 2014

Willy Mena, Interim Secretary

Date