



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

1. Call to Order and Roll Call

Library Board

David Margolis, President
John Lesko, Vice President
Larry Czekaj, Treasurer
Craig Messerknecht, Board Member
Mark Sturing, Board Member

Absent and Excused

Ramesh Verma, Secretary

Student Representatives

Ziyang Huang (Departed at 7:08)
Ruchira Ankireddygari (Departed at 7:08)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Julie Prottengeier, Office 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 David Margolis, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the November 19, 2014 Agenda as presented.

1st – John Lesko
2nd – Mark Sturing

The motion was passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L524

President Margolis thanked the staff for listening to his request to include the full page numbers on the November 19, 2014 Agenda and on all future Agendas.

President Margolis made mention of the fact that on page 5 of the Agenda there is now a second set of Warrants that need approval because there are now two budgets, the 268 and 269.

A motion was made to approve the Claims and Warrants L524 as presented.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – October 15, 2014.

A motion was made to approve the Regular Meeting Minutes for October 15, 2014.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

5. Correspondence

A. Thank you from Superintendent Steve Matthews, Novi Community School District.

Mr. Matthews thanked Assistant Director Margi Karp-Opperer and April Stevenson for attending the October School Board meeting to share the success of the Summer Reading Program. He values the partnership between the Novi Public Library and the Novi School District.

B. Thank you from Tricia Hughes from Great Start Oakland County.

Ms. Hughes thanked the Novi Public Library for hosting the Help Me Grow Activity Group.

C. Thank you from Mary Cornelius, City Clerk.

Ms. Cornelius thanked the Novi Public Library for the use of the Library as a voting Precinct.

6. Presentation

There was no presentation

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report was provided by Ziyang Huang and Ruchira Ankireddygari and can be found on page 19 of the Board Packet.

It was noted that the statistics for the Teen programs are incorporated into the annual statistics and are not tracked separately.

9. President's Report

A. 2014-2015 Achievement of Goals Update

The goals are located on pages 20-23 of the Board Packet. President Margolis referenced the following strategies:

- **Goal #2**

- **Investigate and implement changes that save money.**

- Ms. Farkas explained the implementation of Envisionware, the library's new system used for public printing, will reduce costs.

- **Goal #3**

- **Library Board Trustees participate in City events.**

- President Margolis thanked Trustees Verma and Lesko for representing the library at two community events. The Motorcites Marker unveiling on September 5, 2014 and Fall for Novi on September 20, 2014.

- **Goal #4**

- **Increase/Implement programming opportunities for each patron group.**

- Two international cooking demonstrations were held. An Indian cooking demonstration on October 10, 2014 and a Japanese cooking demonstration on November 14, 2014.

- **Partner with the Novi School District.**

- Novi Public Library partnered with the district to educate the Parents of African American Students in Novi (PAASN) of the services the library can provide for students.
 - In reaching out to younger students, the library hosted 84 5th Grade students in September for a tour and scavenger hunt.

- The Friends of the Novi Library was given an award of \$1,000.00 to implement a parent community read project in the spring of 2015.

- **Goal #6**

- **Increase awareness of services, collections, programs and technology.**

- The Cornucopia of Thanks was held on October 24, 2014. With the help of the Friends of the Novi Library, the library hosted an event for library supporters and businesses in the community that highlighted various services that the library provides. Trustees Messerknecht, Sturing, and Verma were in attendance.

- **Goal #7**

- **Review past fundraising and plan future fundraising.**

- The On the Road series will continue in light of the fact that it generated \$1,900.00 to the library's revenue.
 - Ms. Farkas explained that by partnering with Coupon Genie and taking the past coupon book digital, the library will be able to offer a larger and more diverse selection of choices for patrons. The goal for 2015 is to have 200,000 followers and 200 various businesses connected with the Novi Library.

- **Gary Bernstein, Read a Latte Café**

- The September 2014 revenue was received. Mr. Bernstein requested that the July and August payments be broken into 3 payments in which they will be paid in October, November and December. October has not been received. Monthly meetings between Ms. Farkas and Mr. Bernstein are to begin in December, 2014. The Board intends to meet with Mr. Bernstein in January.

10. Treasurer's Report

- **A. Library Budget 2014-2015**

- The Budget can be found on pages 24-26 of the Board Packet. Trustee Czekaj reported that Administration is doing a good job focusing on controllable expenses verses uncontrollable expenses.

- **B. Final Audited Financial Report ending 6/30/2014**

- The report can be found on pages 27-29 of the Board Packet.

- **C. Library Financials and Contributed Fund October 31, 2014**

- The library is slightly ahead of plan on a revenue basis. With 33% of the calendar year over, expenditures are tracking at 33%. State Penal fines were \$10,000 more than was budgeted for. Meeting room rentals are also coming in over and above what was budgeted.

A question was presented as to why there is a discrepancy in the Ending Fund Balance and Beginning Fund balance of the Library Contributed Fund 269 for October 31, 2014. The City had not responded to this question to either Trustee Czekaj or Ms. Farkas by the beginning of the November 19, 2014 board meeting.

D. City of Novi –Library Funds, Quarterly Investment Report thru March 31, 2014

E. City of Novi—Library Funds, Quarterly Investment Report thru June 30, 2014

There were questions about both the March 31, 2014 and June 30, 2014 reports that the City provided. In hopes of gaining a better understanding of the numbers and how these numbers were generated, Ms. Farkas will put in a request to the Treasurer's Office to have a representative attend the December 17, 2014 Library Board Meeting with the hope of explaining some of the information in the Quarterly Reports.

F. Email from Sabrina Lila, Senior Financial Analyst—Elimination of Department 299 in General Fund.

The email can be found on page 47 of the Board Packet.

- It was noted that eliminating this fund would impact the Historical Commission. A new department was created for the Historical Commission with a new account for charges to go to.

11. Director's Report

A. Public Services Report and Calendar of Events

A staff in-service day will be held on Friday, November 21, 2014 which Ms. Farkas said was a great day for the staff because they are all together for one day to work as a team. Ms. Farkas thanked the Library Board for supporting this day by allowing for the closure of the library. The Agenda for the day's events is located on page 49 of the Board Packet.

President Margolis made a point to compliment the City of Novi for creating the Novi Ambassador Academy that allows for citizens in the community to gain an understanding of how city government works. The twenty people that visited the library on November 10, 2014 and met with President Margolis and Ms. Farkas will be citizens that can share all that Novi Public Library has to offer the community.

B. Building Operations Report

The Building Operations Report is provided by Mary Ellen Mulcrone and is located on page 53 of the November 19, 2014 Library Board Packet.

- The heated air curtain that was installed in the fall of 2014 is not producing heat. The company that installed the curtain is working with the manufacturer to figure out why it is not working properly. The facilities department is waiting on a solution.

C. Library Usage Statistics – July 2014

The October 2014 statistics are located on pages 54-62 of the November 19, 2014 Library Board Packet.

- Ms. Farkas pointed out the final Read Box numbers for 2014. She is pleased with the success as 1,098 items were circulated.

D. Friends of the Novi Library

No report was submitted.

E. Novi Historical Commission – September/October

The minutes can be found on pages 63-65 of the Library Board Packet.

F. Bits & Pieces

Information can be found on page 68 of the Library Board Packet.

12. Committee Reports

A. Policy Committee (Lesko, Messerknecht, Margolis – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

C. Finance Committee (Czekaj, Sturing, Margolis – chair)

There was no report provided.

D. Fundraising Committee (Lesko, Sturing)

There was no report provided.

E. Strategic Planning Committee (Messerknecht, Sturing)

There was no report provided.

F. Building/Landscape Committee (Margolis, Messerknecht, Czekaj – chair)

A meeting is to be held at the conclusion of the November 19, 2014 Board of Trustees Meeting.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

Ms. Farkas said the Selection and Separation policy will not be brought forth to the Library Board. It was suggested by legal counsel to pursue this as a procedure. The procedure will be implemented with staff in January, 2015 by Library Administration.

15. Matters for Board Action

No action was taken.

16. Adjourn

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

1st – Larry Czekaj

2nd- John Lesko

The motion was passed unanimously.



December 17, 2014

David, Margolis, President

Date