



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
Sept. 18, 2013**

**1. Call to Order and Roll Call**

**Library Board**

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

**Absent and Excused**

Larry Kilgore, Board Member  
David Margolis, Board Member

**Student Representatives**

Jessica Mathew

**Absent and Excused**

Ziyang Huang

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, Office Assistant

**Guest**

Victor Cardenas, Assistant City Manager

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**

A motion was made to approve the September 18, 2013 Agenda as presented.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Larry Czekaj

The motion passed unanimously.

### **4. Consent Agenda**

It was noted that Trustee Ramesh Verma was present at the August 21, 2013 Library Board meeting, but was not listed on the roll call. It was also noted that Trustee Larry Czekaj, who was absent at the August 21, 2013 Library Board meeting, was listed as being both present and absent.

Trustee Larry Czekaj requested Director, Julie Farkas to expand upon the two charges to Brodart and Brainfuse listed in Warrant 510.

Director, Julie Farkas explained that Brainfuse is the homework help data base that the Library provides for school tutoring and writing lab, and is an annual cost. Brodart is also a onetime charge, and that the Library is on a cycle to pay for data bases early on in the fiscal year.

A motion was made to approve the September 18, 2013 Consent Agenda with the changes noted on the Minutes of the August 21, 2013 Library Board meeting.

1<sup>st</sup> – Willy Mena

2<sup>nd</sup> – Scott Teasdale

The motion was passed unanimously.

### **5. Correspondence**

There was no correspondence.

### **6. Presentation**

#### **A. Victor Cardenas, Assistant City Manager – Library Financials**

Assistant City Manager, Victor Cardenas, who is currently serving as Interim Financial Director for the City of Novi, was asked by Library Director, Julie Farkas, to speak to the Library Board on the status of the Library's Financials.

Assistant City Manager, Victor Cardenas, reported that, with the recent resignation of the previous Finance Director, and the retirement of a thirty year employee in the Finance Department, the City has been working diligently with the assistance of Plante Moran to get the preparation done for the City wide audit, which includes the Library. Therefore, the financial

numbers presented in the September 18, 2013 Library Board Packet are unaudited numbers. The Auditors from AHP will begin their annual review at the end of September, and should complete their report by December 2013. The Library has a healthy Fund Balance, due to the tax money that came in early in the budget year, so the Library is still in good shape. The City hopes to have more firm numbers at the end of the month, and to have an Investment Report for the Library by October.

Library Board Treasurer, Larry Czekaj, stated that with the changes occurring in the Finance Department at the City, he would like to move forward, with the Boards indulgence, and do a more extensive quarterly report on Library finances, rather than the monthly reports that don't show much change. Trustee Czekaj would like to continue receiving the monthly statement from the City, but thinks that a quarterly report would be more meaningful. The hope is that by the October meeting, the Library will have the audited numbers from the City.

Director, Julie Farkas requested that Assistant City Manager, Victor Cardenas, give her some direction as to when the Library could send out an Annual Report on the Library's financials and accomplishments to the public. Director, Julie Farkas, stated that typically a letter that includes the financial report is sent out in October to give the patrons, supporters, and sponsors an opportunity to make a donation before December. Assistant City Manager, Victor Cardenas will talk with the Auditors to see how quickly they can get the numbers back to Julie. Director Farkas' alternate plan would be to give the Report a new look that would just highlight Library Programs and wait for the audited numbers before sending them out to the public.

## **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 13-17 of the September 18, 2013 Library Board Packet. Highlights include:

- Received a display with pamphlets and information from Oakland County Service for visually impaired to put out to the public. The Library is trying to make a better connection with the visually impaired.
- Scheduled first meeting, and a calendar for regular meetings, for Older Adults Advisory Board. Two liaisons from the Library will work with Older Adult Services to find out what older adults are looking for from the Novi Community and the Library.

- Two staff members attended a Social Justice Workshop through the Novi School district. The Library continues to partner with the Novi School District by being an information spot for Social Justice materials.
- Created a library Link Account and created three link videos for social media. Continuing to make a marketing presence in the Community.
- Created group a Group Study Survey for study room issues. The survey researches how the room is used, the amount of time needed in a room and the possibilities for designated hours and reservations.
- Library app has gone live, with a special section on library artwork.

## **9. Treasurer's Report**

### **A. Library Budget 2013-2014**

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

### **B. Library Financial Statements – as of August 31, 2013**

The Library Financials and the Walker Fund Reports ending August 31, 2013 are included in the September 18, 2013 Library Board Packet on pages 20-27.

Treasurer, Larry Czekaj reported that thus far the spending through August was what anticipated vis-à-vis the budget. Revenues are way down because a significant portion of our revenues is the real estate tax revenues. Most of that is generated through the summer tax bill, and the numbers are still filtering through.

## **10. Director's Report**

### **A Year in Review/Annual Report 2012-2013**

Director, Julie Farkas will move forward in October with a Year in Review report for Library supporters, and hold off on the Annual Report until the City of Novi financial audit is completed. The Annual Report will be posted on the Library's website after the numbers are confirmed.

### **Affordable Care Act and Novi Library**

The opportunity to apply for medical care begins October 1, 2013 and runs through March. The Library will provide computers for patrons who want to fill out the forms and register. Julie and several Librarians attended a three hour course to learn about the Act, and what would be expected from the Library and the Librarians.

### **City of Novi's Annual Leadership in- Service – September 13, 2013**

Director, Julie Farkas, and members of the Management Team were invited by the City of Novi to take part in the City of Novi's Annual Leadership retreat. This was a great way for the Library to connect with the City employees and share programs and services. Director Farkas thanked the City for the opportunity.

#### **A. Teen Space Final Report 2012-2013**

The final report on Novi Public Library Teen Space is included in the September 18, 2013 Library Board Packet on pages 29-30.

With the start of the new school year, Teen Space has been an amazing success. The Space is attracting more student this year than it did last year.

#### **B. Geek Campaign Final Report 2012-2013**

The final report on the Geek Campaign is included in the September 18, 2013 Library Board Packet on pages 31-35.

Over four hundred people participated in the Campaign, by sharing their interests and hobbies. This information will help to bring some unique library programming to the community.

#### **C. Social Media Policy – 2<sup>nd</sup> Draft Reading**

The Social Media Policy -2<sup>nd</sup> Draft Reading is included in the September 18, 2013 Library Board Packet on pages 49-50.

The Policy will be discussed in detail under **item #17A, Matters for Board Action.**

#### **D. Memorandum of Shared Understanding with the Friends of the Novi Library**

The Memorandum of Shared Understanding is included in the September 18, 2013 Library Board Packet on page 51.

There were no changes to the actual contract that was presented to the Library Board last year. The Friends are bringing it back for the 2013-2014 year for Library Board approval and signatures. The Memorandum of Shared Understanding will be brought up for discussion under **item #17A, Matter for Board Action.**

### **11. Additional Reports**

#### **A. Public Services Report**

The Public Services Report is included on pages 36-37 of the September 18, 2013 Library Board Packet.

#### **B. Building Operations Report**

The Building Operations Report is included on page 38 of the September 18, 2013 Library Board Packet.

Portions of the Building Operations Report will be discussed under **Committee Reports, item #15F Building/Landscape Committee.**

#### **C. Library Usage Statics – August 2013**

The August statistics are included on pages 42-48 of the September 18, 2013 Library Board Packet.

Highlights include:

- 437 Library cards Issued
- 73,040 items checked out
- Number of items borrowed from TLN – 4,387
- Number of items borrowed from MEL – 53
- Number of items loaned through TLN – 4,892
- Number of items loaned through MEL – 114
- Read Box – Adult 23; Youth 65
- 61.95% of all items checked out were completed on self-checkout stations
- Total circulation 73,040
- Daily average people using the Library was 1,249
- Early Literacy workstation usage 1,051
- Daily average Computer Logins 1,065
- Technology Sessions 16 with 28 participants
- Check-outs Freegal 1,495; Overdrive 3,520; Zinio 563
- Charging Station Usage 8
- Meeting Room Rentals 41

## **12. Friends of Novi Library Report**

### **A. No Meeting in August.**

There was no report provided.

## **13. Student Representatives' Report**

The Student Representatives' Report is included on page 52 of the September 18, 2013 Library Board Packet. Highlights of the report include:

- Summer Reading Program Finale was held at Paradise Park on August 6<sup>th</sup> with 150 tweens and teens in attendance.
- There was a total of 606 5<sup>th</sup> through 12<sup>th</sup> graders registered for the Summer Reading Program.
- There were a total of 110 Volunteers helping with the Summer Reading Program.
- Thank you to the Library for the Intern opportunity.
- Teen Space is Monday through Friday from 2:00pm to 5:00pm.
- College Planning and strategies will be held on Tuesday, September 24<sup>th</sup> from 7:00 pm to 9:00 pm.

## **14. Historical Commission**

### **A. Novi Historical Commission Accomplishments 2012-2013**

The Novi Historical Commissions' Accomplishments for 2012-2013 is included in the September 18, 2013 Library Board Packet on page 53.

In order to give the Historical Commission more recognition in the Community for their programming, the Library, with the help of the City, is working on a promotional brochure for the Commission. The brochure will feature the purpose of the Commission, its value in the Community, and their accomplishments.

## **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. Building/Landscape Committee ( Kilgore, Margolis, Czekaj – chair)**

#### **1. September 4, 2013: Committee Meeting – See Minutes Included**

The minutes of the September 4, 2013 Building/Landscape Committee are included in the September 18, 2013 Library Board Packet on pages 39-41.

Bids are in place for HVAC filters and an ongoing maintenance program. Because of the range of differences in the maintenance contracts, there is still an issue as to what is really needed. The Committee is looking to finalize the bids and then expand on what services are offered. The process is still ongoing in flushing out what is needed and what is not.

In our Annual inspection with the Fire Marshall, there were some irregularities with the operation of some of the lighting systems. The Fire Marshall passed our inspection with the understanding that the problems would be isolated and remedied. The Committee has contacted the Dailey Company, who was the original contractor for the building, to see if they had experienced the same type of problem with the exact type of unit in any of their other buildings. The Committee is waiting for feedback from the Dailey Company before moving forward. The Committee has several other bids pending.

An indigenous species was found growing among the landscaping, and if left unchecked, would become serious. Two treatments were scheduled with the landscaping company to eradicate the weed, but the weed came back, and an additional treatment was applied at no extra cost to the Library. This was something that was not budgeted for, so it will be an additional cost somewhere in the future.

To alleviate the confusion and congestion for patrons entering and leaving the Library parking lot, a letter was sent to the City requesting additional signage directing the public to the entrance on Wildcat Drive. The City proposed putting yellow stripping on the drive with in and out arrows on the pavement. It is hoped that the in and out arrows will eliminate the third lane that is being created by the public.

## **16. Public Comment**

There was no public comment.

## **17. Matters for Board Action**

### **A. Social Media Policy – 2<sup>nd</sup> Draft Reading**

The Social Media Policy is included in the September 18, 2013 Library Board Packet on pages 49-50.

This Policy was looked at last month, and the Board was generally pleased with it at that time. Since there were no changes from last month's reading, Library Board President, Mark Sturing asked for a motion to adopt the Policy.

A motion was made to adopt the Policy as proposed.

1<sup>st</sup> – Willy Mena

2<sup>nd</sup> – Scott Teasdale

Before voting to adopt this Policy as presented, Trustee Larry Czekaj wanted to know who was expected to read this Policy.

Director, Julie Farkas said it would be posted for staff and the patrons of all ages, so if we have a situation, this Policy would be in place to use as a guideline.

Trustee Mena was not sure how this Policy would apply to Patrons.

Director, Julie Farkas said if a Patron made comments on the Library Facebook that was abusive or off topic, the Library could remove the comment.

Trustee Larry Czekaj said that younger people may not understand what "act professionally" means and would like to change the word "professionally" to "responsibly".

President, Mark Sturing asked Trustee Czekaj if he would like to propose changing the word "professionally" to the word "responsibly" in an amendment to the Policy.

Trustee Larry Czekaj proposed changing the word, in the third paragraph down, from "professionally" to "responsibly".

The mover of the Policy was asked by Library Board President, Mark Sturing, if the amendment to the Policy is accepted.

The amendment to the Policy was accepted by the mover, and President, Mark Sturing called for a vote on the amendment to the Policy.

The amendment to the proposed Policy passed unanimously. President, Mark Sturing called for a vote to adopt the Policy with the amendment as stated previously.

The Policy as amended passed unanimously.

**B. Approval of the Memorandum of Shared Understanding with the Friends of the Novi Library**

The Memorandum of Shared Understanding with the Friends of the Novi Library is included in the September 18, 2013 Library Board Packet on page 51.

No changes were made to the document from the previous year.

A motion was made to adopt the Memorandum of Shared Understanding with the Friends of the Novi Library as presented.

1<sup>st</sup> – Larry Czekaj  
2<sup>nd</sup> – Ramesh Verma

The motion passed unanimously.

**18. Adjourn**

A motion was made to adjourn the meeting at 8:05 p.m.

1<sup>st</sup> – Larry Czekaj  
2<sup>nd</sup> – Willy Mena

The motion passed unanimously.



October 23, 2013

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Scott Teasdale, Secretary

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Date