

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 22, 2018**

**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 (Absent and excused)  
Melissa Agosta, Treasurer  
Ramesh Verma, Secretary  
Bill Lawler, Board Member  
Doreen Poupard, Board Member  
Geoffrey Wood, Board Member (Absent and Excused)

**Student Representatives**

Ravenna Joshi, Student Representative (Departed at 7:36 p.m.)  
Lahari Vavilala, Student Representative (Absent and excused)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

**Public Guest**

Rob David

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

It was noted that in item **5B.Consent Agenda** that the approval of the regular meeting minutes for December 20, 2017 should read January 25, 2018.

A motion was made to approve the Overview of Agenda as amended.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Claims and Warrants L563**

A motion was made to approve Claims and Warrants L563.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

**B. Approval of Regular Meeting Minutes—January 25, 2018**

A motion was made to approve the Regular Meeting Minutes from January 25, 2018.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

**C. Approval of Board Budget Session Meeting Minutes—February 10, 2018**

- In item **9. Board Member's Individual Reflections** on page 17 of the February 22, 2018 Library Board packet, Trustee Poupard explained that her reflection recorded in the February 10, 2018 Budget Session Meeting Minutes implies that she dismisses the importance of balancing a budget, which was not her intent. Trustee Poupard's intent was to say there is always a tension between balancing the budget and providing good services.
- In item **9. Board Member's Individual Reflections** on page 17 of the February 22, 2018 Library Board packet Trustee Messerknecht asked that his reflection be changed to read, "He reported that each year the Library does better than anticipated with fund balance usage and is hopeful it will be the same for the 2018-2019 fiscal year."

A motion was made to approve the Budget Session Meeting Minutes from February 10, 2018 as amended.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Doreen Poupard

The motion passed with a majority.

**6. Correspondence**

**A. Email thank you from Ryan Welka, VFG Associates, LLC**

Mr. Welka is a Novi Library room rental customer who sent an email commending the Library staff for the service he received from start to finish with his meeting room experience.

**7. Presentation/Special Guest**

**A. Virtual Reality Experience—Scott Rakestraw and Dominic Doot, IT Department**

The virtual reality equipment that was purchased with the assistance of the Friends of the Novi Library launched in October, 2017. The Sony PlayStation equipment allows participants a unique experience of being in a 3-D world that they can manipulate. To date there have been 15 programs with 340 participants. Participants must be 12 years or older. The Board discussed the possibility taking the equipment to Fox Run's memory care residents as an experience that could enhance their memory. The Board thanked the Friends of the Novi Library for the \$5,000 contribution toward the purchase of the equipment.

**8. Public Comment**

There was no public comment.

**9. Student Representatives Report-January 2018**

The Student Representative Report can be found on pages 19-25 of the February 22, 2018 Library Board packet.

**A. Programs**

- 1/10/18: Get Crocking On Code—Coding Club (23 in attendance)
- 1/17/18: Parade of Preschools (75 in attendance)
- 1/24/18: Create-A-Puzzle Program (12 in attendance)
- 1/26/18: After-hours Harry Potter Party (36 in attendance)
- 1/30/18: Pizza and Pages Book Club—*Pax*, by Sara Pennypacker (7 in attendance)

**B. Upcoming Programs**

- 3/3/18: Princeton Review: Getting into your Dream College
- 3/6/18: College Planning for College Bound Families
- 3/7/18: Get Cracking on Code—Coding Club

- 3/10/18: Battle of the Books
- 3/14/18: SCORE Business Mentoring for Teens
- 3/16/18: TAB Meeting
- 3/27/18: Pizza and Pages Book Club

**C. TAB Update**

- The Teen Video Challenge was filmed at the January 19, 2018 TAB meeting. The theme for the video is "Libraries Rock". This video will be submitted in a competition with other libraries across the country promoting the Summer Reading Program.

**D. Teen Space**

- 525 students attended Teen Space in January.

**E. YALSA 2018 Best Fiction for Young Adults Press release**

Teen librarian Lindsay Fricke was part of the 2018 Young Adult Library Services Association (YALSA) committee for Best Fiction for Young Adults. YALSA is part of the American Library Association. The top 10 of 78 books chosen can be found on pages 24-25 of the February 22, 2018 Library Board packet.

**10. President's Report**

The President's Report can be found on page 26 of the February 22, 2018 Library Board packet.

**A. 2017-2018 Library Board Goals**

- Trustee Poupard asked about the staff survey to be created by the Board members. Ms. Farkas hopes to begin talking about it within the next month and that an update should be included in the next Goals report.

**11. Treasurer's Report**

The Treasurer's Report can be found on pages 27-42 of the February 22, 2018 Library Board packet.

**A. 2017-2018 Library Budget Fund 268**

The 2017-2018 Fund 268 budget can be found on pages 27-31 of the February 22, 2018 Library Board packet.

- The 2017-2018 approved Fund 268 budget calls for revenue of \$2,901,020 and expenditures of \$3,032,496 which will require use of \$131,476 of Fund balance.

**B. 2018-2019 Proposed Library Budget Fund 268**

The proposed 2018-2019 Budget for Fund 268 can be found on pages 32-34 of the February 22, 2018 Library Board packet.

- The 2018-2019 proposed Fund 268 budget calls for revenue of \$3,033,030 and expenditures of \$3,157,600 which will require use of \$124,570 of Fund balance.

**C. 2017-2018 Contributed Fund Budget 269**

The 2017-2018 Contributed Fund 269 Budget can be found on page 35 of the February 22, 2018 Library Board packet.

- The 2017-2018 Fund 269 budget calls for revenue of \$48,500 and expenditures of \$118,465 which will consume \$69,965 of the fund balance.

**D. 2018-2019 Proposed Contributed Budget Fund 269**

The proposed 2018-2019 Budget for Fund 269 can be found on page 36 of the February 22, 2018 Library Board packet.

- The 2018-2019 proposed fund 269 budget calls for revenue of \$33,000 and expenditures of \$145,700 which will require use of \$112,700 of fund balance.

**E. Library Fund 268 Revenue and Expenditure Report (January 31, 2018)**

The Fund 268 Expenditure and Revenue Report can be found on pages 37-39 of the February 22, 2018 Library Board packet.

- Year to date revenue through January 31, 2018 totals \$2,863,779 which is an increase of \$17,577 over the previous month.
- Year to date expenditures through January 31, 2018 total \$1,590,687 which is an increase of \$235,753 over the previous month.

**F. Contributed Fund 269 Expenditure & Revenue Report (January 31, 2018)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 40 of the February 22, 2018 Library Board packet.

- Year to date revenue through January 31, 2018 totals \$33,088 which is an increase of \$4,082 over the previous month.
- Year to date expenditures through January 31, 2018 total \$22,050 which is an increase of \$871 over the previous month.

**G. Balance Sheets for Funds 268 and 269**

The balance sheets for funds 268 and 269 can be found on pages 41-42 of the February 22, 2018 Library Board packet.

- The ending balance for Fund 268 through January 31, 2018 is \$3,107,166.51.
- The ending balance for Fund 269 through January 31, 2018 is \$1,708,885.27.
  - The Library is currently operating under budget and is on track to not need to use fund balance. The Library is averaging \$227,000 per month in expenditures but has budgeted for \$252,000 per month. Trustee Agosta reminded the Board that larger expenditures come in at the end of the fiscal year.
  - Trustee Agosta reported that compared to last year, expenditures are up \$100,000 but revenue is up \$132,000. The Library is tracking very close to last year and no fund budget was used.
  - Trustee Messerknecht noted that the net of revenue and expenditures for Fund 268 through January 31, 2018 recorded on the Revenue and Expenditure Report does not match the net of revenue and expenditures for Fund 268 on the Balance Sheet. Normally these numbers are the same, but they differ by almost \$6,000. Ms. Farkas said that she would contact the City about the discrepancy.
  - Trustee Lawler reported that traffic tickets issued have decreased and wondered if that would affect the budget. Ms. Farkas said that it is possible and it will be seen when the money comes at the beginning of the next fiscal year.
  - Looking at the 2018-2019 Library Expenditures pie-chart on page 34 of the Board packet, Trustee Lawler asked which account the van purchase and Lending Library will come out of. Ms. Farkas said that when a van is purchased, it will come out of Capital Outlay and the Lending Library is coming out of Fund 269.
  - Trustee Verma asked what percentage of the 2017-2018 budget is used for Library Materials. Ms. Farkas had not done the calculation but it is always close to 13%.

**12. Director's Report**

The Director's Report can be found on pages 43-45 of the February 22, 2018 Library Board packet.

- The following employees are celebrating their anniversary at Novi Library:
  - *Mary Storch* 18 Years
  - *April Stevenson* 7 Years
  - *Tia Marie Sanders* 4 Years
  - *Eva Sabolcik* 2 Years
- On February 14, 2018 Ms. Farkas attended the Coffee with the Superintendent that is held at the Library each month. Ms. Farkas reported she went to this meeting because the Novi School District is looking to form a committee that addresses mental health issues. Ms. Farkas attended so she could be informed about any potential programming opportunities that would support this issue.
- Planning and training for the new "CARL" system continues with staff. Ms. Farkas thanked the Board for their show of support to the staff in learning this new system.
- Trustee Verma noted that looking at the Library Board Calendar on the last page of the Board packet the date of November 15, 2018 (Wednesday) for the November Board

meeting is incorrect. November 15, 2018 is a Thursday. Ms. Farkas would confirm at the next Board meeting the correct date.

**A. Information Technology Report**

The Information Technology Report can be found on pages 46-47 of the February 22, 2018 Library Board packet.

- Ms. Farkas thanked the IT Department for their hard work and for bringing the Virtual Reality program to life.

**B. Facilities Report**

The Facilities Report can be found on pages 47-49 of the February 22, 2018 Library Board packet.

**C. Information Service Report**

The Information Service Report can be found on pages 50-52 of the February 22, 2018 Library Board packet.

**D. Support Service Report**

The Support Service report can be found on page 53 of the February 22, 2018 Library Board packet.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 54-62 of the February 22, 2018 Library Board packet.

**F. Novi Historical Commission**

No report included.

**G. Friends of the Novi Library**

No report included.

**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**

**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.**

**F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**

**G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws**

**14. Public Comment**

There was public comment by Mr. Rob David.

- Mr. David and his wife are interested in starting an endowment for the Library. Mr. David feels that the endowment will bring in additional money for the Library and encourages the Board and Ms. Farkas to move forward with creating one. The Board thanked him for his input.

**15. Matters for Board Action**

**A. Approve 2018-2019 Library Budget Fund 268**

Ms. Farkas was able to trim expenditures from the original proposed 2018-2019 budget by almost \$20,000 as the Board requested. Trustee Agosta reminded the Board that Ms. Farkas is using the same operating budget that was used in the old building. The new building is larger and more hours were added for service yet the operating budget remains the same.

A motion was made to approve the 2018-2019 Library Budget Fund 268 with revenue of \$3,033,030 and expenditures of \$3,157,600 consuming \$124,570 of the Fund balance.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

**B. Approve 2018-2019 Library Budget Fund 269**

- The Fund 269 proposed budget includes \$72,200 for a new Maker Space and \$67,000 for the Lending Library kiosk which includes a contingency.
- Trustee Poupard inquired about the status of naming rights for the kiosk and offered the Board's help and support. Ms. Farkas explained that a committee would need to be formed to investigate ideas and create a marketing plan.
- Ms. Farkas informed the Board that she would change the incorrect entry of \$70,000 to \$92,500 in account 269-000.00-742.231(LED Project) that is listed in the 2017-2018 Approved Budget on page 36 of the Board packet.

A motion was made to approve the Fund 269 budget for the fiscal year 2018-2019 with revenue of \$33,000 and expenditures of \$145,700 using \$112,700 of the fund balance.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

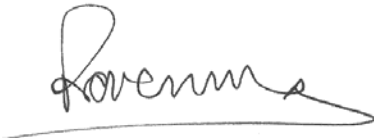
**16. Adjourn**

A motion was made to adjourn at 8:23 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.



March 29, 2018

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Ramesh Verma, Secretary

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Date