

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 25, 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
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 7:12 p.m.)
Lahari Vavilala, Student Representative (Departed at 7:12 p.m.)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

After item **15. Matters for Board Action**, Trustee Messerknecht added item **16. Executive Session** to the January 25, 2018 Agenda.

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

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

5. Consent Agenda

A. Approval of Claims and Warrants L562

A motion was made to approve Claims and Warrants L562.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

B. Approval of Regular Meeting Minutes—December 20, 2017

A motion was made to approve the Regular Meeting Minutes from December 20, 2017.

1st—Doreen Poupard

2nd—Bill Lawler

The motion passed unanimously.

C. Approval of Board Budget Session Meeting Minutes—January 13, 2018

A motion was made to approve the Board Budget Session Meeting Minutes from January 13, 2018.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

6. Correspondence

A. Email from resident Frank Cadicamo to City of Novi DPS regarding the Library Entrance

- Mr. Cadicamo sent an email to Jeff Herczeg, Director of Public Services at the City of Novi, expressing his concern about traffic safety at the entrance/exit of the Novi Library. Mr. Cadicamo asked about alternative entrance and exit strategies for the parking lot.
 - The Board requested that Ms. Farkas reach out to Mr. Cadicamo thanking him for his interest in the safety of the Library entrance. Ms. Farkas told the Board she would call Mr. Cadicamo.

7. Presentation/Special Guest

A. Barb Rutkowski, Information Technology Manager

Ms. Rutkowski was unable to attend and will be presenting at the February 22, 2018 Library Board meeting.

8. Public Comment

There was no public comment.

9. Student Representatives Report-December 2017

The Student Representative Report can be found on pages 24-27 of the January 25, 2018 Library Board packet.

A. Programs

12/12/17: Eats & Treats Teen Cooking Club—Edible Holiday Gift (10 in attendance)

12/12/17: Battle of the Books Coaches' Kick-Off Meeting (15 in attendance)

12/19/17: STEAM Gingerbread Engineering Challenge (95 in attendance)

12/20/17: Pizza & Pages Book Club, *The Wild Robot*, by Peter Brown (7 in attendance)

B. Upcoming Programs

2/07/18: Coding Club

2/14/18: SCORE Business Mentoring for Teens

2/16/18: TAB Meeting

2/23/18: Nerf Night at the Library

2/27/18: Pizza & Pages Book Club

C. TAB Update

TAB members brought cans of food to be donated to Hospitality House, some TAB members took hand-made cards to residents at Fox Run, and members discussed script ideas for the Teen Video Challenge.

D. Teen Space

558 attendees in the month of December.

- Ms. Farkas included an article from the December, 2017 *Voya* magazine about teen library groups and boards. Lindsay Fricke, Teen Librarian, is interviewed about how she engages the teens in the Novi community.
- The Novi Library, along with the Friends of the Novi Library, was awarded a \$618 grant from the Arts & Humanities Touring Program. The funds will be used to support the 2018 Summer Reading Program.
 - Trustee Messerknecht thanked the staff for applying for this grant and encourages them to continue looking at ways to fund programs through grants.

10. President's Report

The President's Report can be found on pages 28-42 of the January 25, 2018 Library Board packet.

A. Library Director Mid-Year Review by HR Committee—January 25, 2018 (Executive Session)

B. 2017-2018 Library Board Goals

C. Goals Update (October, January, April and June/July)

- Virtual Reality is prominent in the 2017-2018 goals. A presentation on this technology will be given at the February Library Board meeting. Ms. Farkas explained that IT staff and librarians are skilled at assisting patrons with their technological needs.
- Ms. Farkas reported that almost every goal has been addressed by staff since the last report in October, 2017. Many tactics are underway.
- In addition to technology goals being achieved, Trustee Poupard commends Ms. Farkas and her staff for working diligently on projects and programs that enhance the day-to-day operations at the Library.
- Trustee Michener appreciates Ms. Farkas' desire to make the Library modern and is especially grateful for the work that is being directed at diversity through programs and connecting with the community.

11. Treasurer's Report

The Treasurer's Report can be found on pages 43-55 of the January 25, 2018 Library Board packet.

A. Library Budget Fund 268—2017-2018

The 2017-2018 Fund 268 budget can be found on pages 43-47 of the January 25, 2018 Library Board packet.

- The 2017-2018 Library Budget Fund 268 calls for revenue of \$2,901,020 and expenditures of \$3,032,296 consuming \$131,476 of the Fund Balance.

B. 2017-2018 Contributed Fund Budget 269

The 2017-2018 Contributed Fund 269 Budget can be found on page 48 of the January 25, 2018 Library Board packet.

- The 2017-2018 Contributed Fund Budget 269 calls for revenue of \$48,500 and expenditures of \$118,465 using \$69,965 of the Fund Balance.
- Ms. Farkas noted that the increase of \$22,500 to account 269-000.00-742.231 for the LED project is reflected in the Fund 269 2017-2018 amended budget. This line item now totals \$92,500 as discussed at the January 13, 2018 Budget Session meeting.

C. Library Fund 268 Revenue and Expenditure Report (December 31, 2017)

The Fund 268 Expenditure and Revenue Report can be found on pages 49-52 of the January 25, 2018 Library Board packet.

- Revenue through the month of December totals \$2,846,202 which is an increase of \$18,611 from the previous month.
- Expenditures through the month of December total \$1,354,934 which is an increase of \$221,693.
- The Library is through 6 months of the fiscal year with 45% of the budgeted expenditures used. Larger expenditures come in during the second half of the fiscal year.

D. Contributed Fund 269 Expenditure & Revenue Report (December 31, 2017)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 53 of the January 25, 2018 Library Board packet.

- Revenue through December 31, 2017 is \$29,007 which is an increase of \$5,335.
- Expenditures through December 31, 2017 are \$21,279 which is an increase of \$4,421.
- The combined expenditures for Funds 268 and 269 total \$1,376,213.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 54-55 of the January 25, 2018 Library Board packet.

- The ending balance for Fund 268 through December, 2017 is \$3,329,812.50.
- The ending balance for Fund 269 through December, 2017 is \$1,705,674.67.

12. Director's Report

The Director's Report can be found on pages 56-65 of the January 25, 2018 Library Board packet.

- The following employees are celebrating their anniversary at Novi Library:
 - Kelly Kolchuk, 16 years
 - Christina Salvatore, 5 years
 - Kathleen Alberga, 5 years
 - Megan Hathaway, 5 years
 - Aisar Taha, 5 years
- Staff mid-year reviews will be completed by January 31, 2018.
- Ms. Farkas thanked her managers and staff for all the assistance she received preparing for the budget session meeting that was held on January 13, 2018.
- TLN continues working toward implementing the new ILS system "CARL" that will go live at the Novi Library on Tuesday, May 29, 2018. Ms. Farkas said that training staff and marketing the change are top priority.
 - Trustee Poupard expressed the importance of patience with this big change and offered support to Library staff on behalf of the Board.
- The Library continues working with the Novi Chamber of Commerce with the hopes of connecting with the businesses in the community. Ms. Farkas wants these businesses to be aware of the resources the Library offers.

A. Information Technology Report

The Information Technology Report can be found on pages 66-67 of the January 25, 2018 Library Board packet.

- 40 people attended the e-Nable assembly held at the Library on December 14, 2017.

B. Facilities Report

No report.

C. Information Service Report

The Information Service Report can be found on pages 68-70 of the January 25, 2018 Library Board packet.

- 525 children have registered for the Raise a Reader program.

D. Support Service Report

The Support Service report can be found on page 71 of the January 25, 2018 Library Board packet.

- 225 cards were issued for the month of December.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 73-80 of the January 25, 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

- Trustee Michener reported the success of the Martin Luther King Unity Breakfast at which she spoke. Trustee Poupard, Trustee Wood and Trustee Verma were also in attendance.

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.

- The Read a Latte Café is current on rent payments.

- There will be a walk-through bid process on January 30, 2018. Ms. Farkas thanked the Building/Landscape Committee for all their help with the process, and she also thanked Sue Morianti from the City of Novi for all the work she did on behalf of the Library putting together the bid.

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

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. First Draft: DISCRIMINATION AND HARASSMENT

A motion was made to amend the Discrimination and Harassment Policy document to read: *The Library welcomes and guarantees that an employee reporting incident(s) of discrimination or harassment will be treated with respect and not suffer any form of reprisal.* The words “welcome” and “treated with respect” were added.

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

16. Executive Session

The Board and Ms. Farkas entered Executive Session at 7:52 p.m. and reconvened at 8:37 p.m.

- Prior to adjourning Trustee Messerknecht asked board members if they wanted to keep the 8:00 a.m. start time for the next Budget Session meeting on February 10, 2018. The Board members agreed to keep the time at 8:00 a.m.

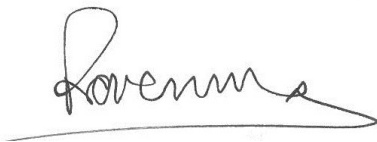
17. Adjourn

A motion was made to adjourn at 8:39 p.m.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.



February 22, 2018

Ramesh Verma, Secretary

Date