



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
April 25, 2019**

**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 Tara Michener, President, at 7:00 p.m.

**2. Roll Call by Secretary, Bill Lawler**

**Library Board**

Tara Michener, President  
Melissa Agosta, Treasurer  
Bill Lawler, Secretary  
Kat Dooley, Board Member (absent and excused)  
Craig Messerknecht, Board Member  
Geoffrey Wood, Board Member  
Torry Yu, Board Member

**Student Representatives**

Mahek Nasser, Student Representative (departed at 7:23 pm)  
Tarun Tangirala, Student Representative (departed at 7:23 pm)

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

A motion was made to approve the overview of the Agenda as presented. A trustee requested to add an Update on the Café under item **12. H. Directors Report**

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes – March 28, 2019**

A motion was made to approve the Regular Meeting Minutes of March 28, 2019.

1<sup>st</sup> – Geoffrey Wood

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**B. Approval of Claims and Warrants 576**

A motion was made to approve the Claims and Warrant 577.

1<sup>st</sup> – Geoffrey Wood

2<sup>nd</sup> – Melissa Agosta

The motion passed unanimously.

**6. Correspondence**

**A. Thank you email from Mayor Bob Gatt – Re: QSAC Excellent Level**

**B. Thank you email from Joslen Letscher, Fox Run Resident – Re: QSAC Excellent Level**

**C. Thank you letter & certificate from Novi Comm. Coalition – RE: Pinwheel Project**

**D. Invitation from Jeffrey Herczeg, Director of Public Works – Re: 10 Mile Road Study**

**E. Thank you letter from Catherine Bruder, Library Patron – Re: QSAC Excellent Level**

**F. Thank you email from Celia Morse, The Library Network – Re: CARL acquisitions**

A trustee was pleased that a TLN representative visited the Novi Library in an effort to make improvements. Director Farkas was pleased that TLN values the Novi Library staff's feedback and is thankful for Maryann Zurmuehlen and Kristin Abate contributions.

**7. Presentation/Special Guest**

**A. Barb Rutkowski, Head of Information Technology – Department Update**

President Michener introduced Barb Rutkowski, Head of Information Technology. Ms. Rutkowski was thankful to be invited to the Board Meeting, and updated the Trustees on the activities that have been happening in the IT Department this year. Ms. Rutkowski provided details on Upgrades, 3D Printing, Virtual Reality and Current Projects that the IT Department has been enthusiastically committed to. Discussion regarding the Apple/Mac survey took place.

**8. Public Comment**

Mr. Jason Michener, a resident of Novi of 16 years expressed a sincere thank you to all of the Library Board Members. Additionally, Mr. Michener expressed appreciation to spouse, Tara Michener, who has served the Library Board with dedication for five years and exemplifies the Library Motto of Inform. Inspire. Include.

**9. Student Representatives Report**

The Student Representative Report can be found on page 20.

**A. Grant Award Letter from Tim Gleisner, Dept. of Education**

The Novi Public Library received a grant check for \$250.00 to support the Adult Mini Battle of the Books program that will be conducted in 2019.

**10. President's Report (Tara Michener)**

**A. Special Tribute from State of Michigan**

Special Tribute to the Novi Public Library can be found on page 22. This Tribute is signed by State Representative, Kathy Crawford and State Senator, Jim Runestad.

**B. Congratulatory letter & certificate from Randy Riley, State Librarian – Re: QSAC Excellent Level**

Discussion took place about the QSAC Excellent Level and the Board appreciates the dedication and hard work of the staff and the Director. Director Farkas is grateful for Librarian, Jessie Schenk's commitment to the QSAC.

**C. 2018-2019 Library Goals**

Goals can be found on page 25 of the April 25, 2019 Library Board packet.

**D. 2018-2019 Library Goals Update (July, October, January, April)**

Updates are marked in red on pages 26-44.

**E. Election of 2019-2020 Library Board Officers**

Trustee Lawler explained the procedures to appoint new Library Board officers. Also, Trustee Lawler distributed a paper ballot for the Trustees to vote on a President for the Library Board. A question was asked if a Trustee can fulfill two roles and Trustee Lawler clarified that a Trustee could only serve one position. Trustees decided to continue with the meeting to allow Trustee Lawler to tabulate the votes. A final decision will be announced at the end of this meeting. The election of the President was the only position voted on at this meeting.

**11. Treasurer's Report (Melissa Agosta)**

Trustee Agosta provided a printed summary of the Treasurer's Report.

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

The 2018-2019 Library Fund 268 Budget can be found on pages 45-48 of the April 25, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

**B. 2018-2019 Contributed Fund Budget 269**

The 2018-2019 Contributed Fund 269 Budget can be found on page 49 of the April 25, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 budget calls for revenue of \$39,500.00 and expenditures of \$164,700.00 consuming \$125,200.00 of the fund balance.

**C. Library Fund 268 Expenditure & Revenue Report**

The Library Fund 268 Expenditure and Revenue Report can be found on pages 50-52 of the April 25, 2019 Board packet.

- Revenue ending March 31, 2019 was \$3,038,827.
- Expenditures ending March 31, 2019 was \$2,082,819.

**D. Contributed Fund 269 Expenditure & Revenue Report**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 53 of the April 25, 2019 Library Board packet.

- Revenue ending March 31, 2019 was \$56,927.
- Expenditures ending March 31, 2019 was \$85,126.

**E. Balance Sheets for Fund 268 and 269**

The Balance Sheet for Funds 268 and 269 can be found on pages 54 and 55 of the April 25, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of March 31, 2019 was \$2,858,931.69.
- Ending Fund Balance for Fund 269 as of March 31, 2019 was \$1,679,229.36.

**12. Director's Report**

The Director's Report can be found on pages 56-68 of the April 25, 2019 Library Board packet.

Staff members celebrating anniversaries in May are:

- Gail Anderson – Adult Programming Coordinator – 3 years
- Amy Markus - Support Services Clerk – 2 years
- Allison Janicki – Support Services Clerk – 2 years

Director Farkas included information on the new Makerspace area in the Library, which will be called iCube, on pages 57 and 58. The team consists of Mary Robinson, Barb Rutkowski, April Stevenson, Katie Iversen and Director Farkas. A trustee asked if all ages were considered when gathering resources for the iCube concept. Director Farkas responded that all ages were considered when taking suggestions for the iCube.

- On pages 59-60 is a draft of the iCube Policy for the Library Board to review.

- On page 61-62 is the Revised Draft on the Sick Leave Policy for the Library Board to review. This includes a revision pertaining to compliance with State of Michigan 2018 Public Act 338 "Paid Medical Leave Act".
- On page 63 is the information for Meet Your Elected Officials. Discussion took place regarding potential opponents running against any of these elected officials. This program is not about campaigning; it is about the elected official's current goals.
- On page 64 -68 is information about public libraries and how they are strengthening their communities.

**A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 69-70 of the April 25, 2019 Library Board packet. Pages 71-73 contains Barb Rutkowski summary about the Computers in Libraries Conference that she attended.

**B. Facilities Report**

The Facilities Report, created by Keith Perfect, can be found on page 74 of the April 25, 2019 Library Board packet.

**C. Information Services Report**

The Information Service Report is found on pages 75-78, prepared by April Stevenson. Raising a Reader has 290 active participants logging 100 books or more, 1,122 logs received to date and 25,000 books read this month.

**D. Support Service Report**

The Support Services report is found on page 79, prepared by Maryann Zurmuehlen. Over 85,000 items were checked out this past month. Read Boxes will be launched next week in ITC, Rotary and Pavilion Shore Parks. A Read Box will not be placed at Lakeshore Park because the park will be under renovation. A trustee asked if other communities in Novi are launching Read Boxes. Some of the elementary schools in Novi have already launched their own Read Boxes.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 80-88.

**F. Friends of the Novi Library**

N/A

**G. Novi Historical Commission**

Included on pages 85-89 are the February Minutes, March Minutes, and the Agenda for the April Meeting.

A trustee inquired about the opening date of the iCube. Director Farkas added that the tentative open house date is scheduled on the Library's 9<sup>th</sup> Anniversary, June 1.

**H. Update on Café**

Discussion took place regarding the Café. Director Farkas recently received a draft lease to review; this draft includes notes from the attorney. Additionally, Director Farkas emailed the current Café tenant regarding wrapping up their lease. Director Farkas will be contacting the Building and Grounds Committee to join her at the meeting with the current Café tenant.

Discussion took place regarding the Novi Special leaving the Library. Currently, there is no set time frame for the car departing the Library. This will free up about 200 square feet of floor space in the youth area.

**13. Committee Reports**

**A. Policy Committee: Review current public policies for the Library**

(Michener-Chair, Dooley)

- Board approved revised policy manual on June 22, 2017

- President Michener recently met with members and plans to have a draft of recommendations in the near future.

**B. HR Committee: HR Policies, Director Review, Salary Study**

(Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning on hold until further notice.

**C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation**

(Agosta – Chair, Messerknecht, Lawler)

- Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.)
- As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaw, etc. As of February 20, 2019: No update from Attorney; As of March 19, 2019: No update from Attorney; April 18, 2019: No update from the Attorney.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea
  2. Summer Reading Shirts were ordered for the Library Board Members
- April 9<sup>th</sup>: Volunteer Appreciation Breakfast – Michener, Messerknecht
    - Thank you to all of the Volunteers that generously donate their time to the Library. Guests enjoyed the presence of the dogs that are a part of the read to the dog program.
  - April 11<sup>th</sup>: Charlie LeDuff Author Event: Bill Lawler
    - Thank you to all that attended this lively event hosted by Detroit Native, Charlie LeDuff.

A Trustee thanked April Stevenson for attending Hickory Woods Elementary in a successful effort to reach out to the North End Walled Lake Schools.

**E. Strategic Planning Committee: Annual review of current plan**

(Wood – Chair, Dooley) Review completed in November 2017.

- Councilmember, Doreen Poupard, has offered to stay involved with the Committee through June 2019 based on her months of knowledge and participation since July 2018.
- April 26<sup>th</sup>: Committee meeting scheduled to go over the data from the March 27<sup>th</sup> public sessions and to begin drafts of strategic objectives. Plan is to bring draft of objectives to the May 23<sup>rd</sup> meeting for Library Board review.

**F. Building/Landscape Committee: Entrance Project, LED conversion project, Building assessment**

(Messerknecht – Chair, Lawler, Yu, Wood)

- As of April 20, 2019 – attorney is in contact with NCSD attorney and lease discussions are still underway. A list of library costs are being put together in order for work to be completed before new tenant can take ownership (tile cleaning, painting, added electrical outlet, addition of 3 stools, gate switch in new location).
- LED project work is completed.

- As of April 20, 2019: Director had a meeting with Rob Petty to discuss Lakeshore Project on 4/16/2019. Information from Envisionware was presented to Rob on the site specifications/preparation. A meeting is scheduled with Rob Petty and the Envisionware Rep on 4/24/19.
- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. Director had a meeting with Rob Petty to discuss costs that were quoted for shelving to be moved, security gates to be moved and carpet to be replaced in order for the Library to be fully-functional again as car is moved. No timeframe for this project to begin as of yet, more data needs to be collected.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- Amendment to reflect the 3-minute time limit for public comment during library board meetings was approved at the March 28, 2019.

Discussion took place regarding Library Board Committee positions. Trustees agreed to submit to the President, via email or paper, their top three choices for committees they are interested in joining.

**14. Public Comment**

Novi resident, Mike Duchesneau, informed the Library Board that tonight's Library Board Meeting was not posted on the City's website. Mr. Duchesneau also commented on the Walled Lake, \$300 Million Bond Proposal that reduces taxes and provides money to improve schools. Additionally, Mr. Duchesneau is pleased about the Meet your Elected Officials Event scheduled at the Library. Lastly, Mr. Duchesneau positively reflected on the minutes regarding International Services Librarian, Shannon O'Leary.

**15. Matters for Board Action**

- A. iCube Public Policy (1<sup>st</sup> draft, pending attorney review)
- B. Sick Leave Policy Revised (1<sup>st</sup> draft, has been reviewed by City HR Dept.)

Trustee Michener requested time to look over the drafts.

Trustee Bill Lawler announced that the new President is Melissa Agosta.

**16. Adjourn**

A motion was made to adjourn at 8:08 p.m.

1<sup>st</sup>— Melissa Agosta

2<sup>nd</sup>—Geoffrey Wood

The motion passed unanimously.



May 23, 2019

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Bill Lawler, Secretary

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Date