



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
December 16, 2015**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
John Lesko, Vice President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
William Lawler, Board Member
Tara Michener, Board Member

Student Representatives

Ruchira Ankireddygari (departed at 7:10 p.m.)
Cindy Huang (Arrived 7:02 p.m./Departed at 7:10 p.m.)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Julie Prottengeier, Office Assistant

Guest(s)

Mary Ellen Mulcrone, Assistant Director, Building Operations
Margi Karp-Opperer, Assistant Director, Programming

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 Approval and Overview of the Agenda.

1st – Ramesh Verma
2nd – John Lesko

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L537

A motion was made to approve the Claims and Warrants L537.

1st – John Lesko

2nd – Ramesh Verma

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – November 18, 2015

A motion was made to approve the meeting minutes from November 18, 2015.

1st – John Lesko

2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

A. Board recognition of Margi Karp-Opperer (23 years of service) and Mary Ellen Mulcrone (29 years of service).

President Sturing and Director Julie Farkas presented plaques to both retiring Assistant Directors.

- Margi Karp-Opperer was thanked for her 23 years of service to the Novi Public Library. She began her career at the Novi library on November 15, 1993 as a librarian and was later moved to Assistant Director. President Sturing recognized Ms. Karp-Opperer as a public service champion who brought wonderful programming to the Novi community, built lasting friendships, and instilled a love of reading to many.
- Mary Ellen Mulcrone was thanked for her 29 years of service to the Novi Public Library from November 10, 1986 to December 31, 2015. Ms. Mulcrone was praised for being a wonderful organizer of patron information and library collections, and a care-taker of building services.
- Since becoming Library Director, Ms. Farkas frequently referred to Ms. Mulcrone and Ms. Karp-Opperer as her right and left hand. Their knowledge and experience will be greatly missed by herself and all the Library staff.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on page 14 of the December 16, 2015 Library Board packet.

- On November 4-6, as part of the Great Books 2 Great Movies extravaganza, students watched Paper Towns, Divergent, and The Perks of Being a Wallflower.
- Students were able to meet with faculty members from the Art Institute of Novi on November 13 when the school visited the Novi Library.

- On November 21, teens met to watch Mockingjay Part I at the Catch Up On Hunger Games program.
- TAB dedicated their November meeting to completing their fall service project. TAB members used their creativity to make cards that were delivered to patients at Providence Hospital. The hospital graciously offered a tour of the building to members that helped with delivering of the cards.
- Teen Space had a total of 720 attendees in November.

9. President's Report

A. Goals Update—November 2015

The goals can be found on pages 15-25 of the December 16, 2015 Library Board packet.

- Bill Bembeneck, from the facilities department, completed a MIOSHA General Industry training program on November 15, 2015. Every couple of years someone attends this training to keep the Library up to date on building safety issues.
- The 3D printer that was awarded to the Novi Library has been delivered. Librarian Erin Durrett is working on creating library programs in order to meet the grant requirements. Library staff will use the 3D printer initially for programming with hopes of adding a public 3D printer in the future. Staff is working on policy for both in-house and public use 3D printers.
- The Novi Middle School Robotics team reached out to the Novi Library Lego Club as part of their outreach program. It was a great opportunity for the Library and Novi School District to work together.
- The reference survey that was completed in November had a wonderful response. Over 600 surveys were submitted. Ms. Farkas will bring the results of these surveys to the January, 2016 board meeting.
- New play components were added to the race car in the Youth area. This was made possible with the financial help of the Friends of the Novi Library.
- On November 5, 2015 President Sturing and Ms. Farkas met with 20 members of the City's Ambassador program. They gave a one-hour presentation on all the resources and activities available at the Novi Public Library.
- A meeting was held by the Building and Grounds Committee on December 9, 2015 to discuss the parking lot traffic flow issue.

B. Welcome Desk Schedule

The Welcome Desk schedule for December 14 – February 22 can be found on page 1 of the December 16, 2015 Library Board packet.

10. Treasurer's Report

A. Library Budget Fund 268—2015-2016

The Library Budget Fund 268 2015-2016 can be found on pages 26-28 of the December 16, 2016 Library Board Packet.

- Projections for revenue are \$2,600,000.00 and projections for expenditures are \$3,100,000.00. Based on these projections, the Library will need to consume \$414,000.00 of the Fund Balance.

B. Library Fund 268 Expenditure & Revenue Report (November 30, 2015)

The Library Fund 268 Expenditure and Revenue report can be found on pages 29-31 of the December 16, 2016 Library Board Packet.

- **Revenue**

Revenue for the month of November increased about \$7,500.00. The year to date revenue is almost \$2,700,000.00. The Library has reached, and slightly exceeded, the budgeted revenue.

- **Expenditures**

Expenditures for the month of November increased \$213,000.00. Trustee Messerknecht expressed concern that close to \$70,000.00 of these expenditures were from prior month activity. Such a large amount of an unknown number coming in each month makes it difficult to budget. Trustee Messerknecht also suggested that for more accurate and timely data, it may be beneficial to move the monthly board meeting one week later in the month with hopes of gathering better numbers.

Through five months the Library has spent \$1,144,000.00 which is about 37% of what has been budgeted. Since the Library is now through 41% of the fiscal year, the Library is doing well.

- The Library shows a positive net revenue and expenditure of over \$1,500,000.00.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on pages 32-33 of the December 16, 2016 Library Board Packet.

- Budgeted revenue of \$41,700.00 and budgeted expenditures of \$40,000.00 remains unchanged.

D. Contributed Fund 269 Expenditure & Revenue Report (November 30, 2015)

The Fund 269 Expenditure & Revenue Report can be found on page 34 of the December 16, 2016 Library Board Packet.

- Through five months there is revenue of just under \$31,000.00 and expenditures totaling \$18,000.00 which leaves a positive net revenue and expenditure of \$13,000.00.

E. Balance Sheets

The Balance Sheets can be found on pages 35-36 of the December 16, 2016 Library Board Packet.

- **Fund 268**

Fund 268 had a beginning balance of \$1,719,000.00 and a total net of revenues and expenditures of \$1,537,000.00 which leaves an ending fund balance through November 30, 2015 of \$3,256,000.00.

- **Fund 269**

Fund 269 had a beginning balance of \$1,629,605.26 and a total net of revenues and expenditures of \$13,466.96 which leaves an ending fund balance through November 30, 2015 of \$1,643,072.22.

11. Director's Report

- The Community Read event was a success. 955 books were checked out between the 5 participating libraries over a 12-week period. 172 guests attended the author event held at the Novi Library on November 17, 2015. This was followed up the next day with an event at the Novi High School with 150 students, and a group of 11 at Sunrise an adult community in Novi. The Community Read event is in its 6th year and continues to be a success. Ms. Farkas thanked the partnering libraries of Salem-South Lyon, Wixom, Lyon Township, and Northville District for making this event possible.
- The Library van sold for \$4,400.00 which was \$400 over the asking price. Money was spent for moving the lift from the old van to the new van the Library is sharing with the City. That money will be reimbursed and the remaining money from the sale of the van will go into the 269 account Building and Grounds.
- Light Up the Night was held on December 4, 2015. 1,500 people came to the Library on that evening from 6:00-9:00 p.m. The Library offered two variety shows, face painting, popcorn, Peanuts Gang photos, and coffee and hot chocolate. This event provides an opportunity to join with the City of Novi and to connect with the young families in the community.
- The JFK Exhibit has left the Library but it will be on display in the atrium of City Hall until February, 2016. Ms. Farkas thanked the sponsors of Twelve Oaks, O'Brien Sullivan Funeral home, Novi Town Center, Town & Country Eyecare, and Lifetime Fitness for making this exhibit possible.
- Detroit Suburban Library Round Table (DSLRT) report has been submitted but Ms. Farkas has no numbers yet. As soon as she receives the numbers, she will share electronically with the Library Board members. The report compares statistics of libraries in the Detroit area.
- Library staff is working on the State Aid report. Ms. Farkas hopes to have the report submitted by January 1, 2016.
- Ms. Farkas requested one last report from each retiring Assistant Director that will be included in the January, 2016 Library Board packet.

A. Public Services Report

The Public Services Report can be found on pages 39-41 of the December 16, 2015 Library Board packet.

B. Building Operations Report

The Building Operations Report can be found on page 42 of the December 16, 2015 Library Board packet.

- Trustee Verma asked where the concrete repairs that were not able to be done in November were located. Ms. Mulcrone explained that there are various slabs around the building that need repair, particularly along the North emergency

exit, and on the front and back patio areas. Library facilities staff did some minor repairs, but it needs to be done completely. Ms. Mulcrone reported that a company has been hired and will begin work in the spring.

- Trustee Sturing inquired about the broken glass panel on the second floor. Ms. Farkas explained that it was an internal piece of glass, not a window.

C. Library Usage Statistics

The library usage statistics can be found on pages 43-52 of the December 16, 2015 Library Board packet.

- Trustee Verma inquired about the usefulness of the Self-Check Totals report since it is included in every Library Usage Statistic report. Ms. Farkas explained that the data is collected electronically which requires little effort from the staff and that the numbers generated are very useful for state aid. The numbers also reflect how the public is using technology. Trustee Sturing agreed that the numbers are useful, but it is important to be aware of the time it takes gathering information so as it doesn't take away from other tasks that need to be done in the Library.
- Trustee Lesko noticed that self-check statistics stay relatively the same. He asked if there is anything that can be done to reduce the lines at the circulation desk and increase the self-check numbers. Ms. Farkas explained that there is an opportunity to increase these numbers and Support Service staff will be working on this.
- Trustee Lawler questioned the Charging Station usage. Ms. Farkas explained that the two charging stations came about through the City. The City was forward thinking in trying to accommodate electric cars. Only a small amount of electricity is used. The City and Ms. Farkas look at it as an opportunity for the community to have that convenience if needed. A pamphlet is available in the Library to those requesting further information.

D. Friends of the Novi Library

No meeting was scheduled in December, 2015.

E. Novi Historical Commission

The Historical Commission October meeting minutes are available on pages 53-55 of the December 16, 2015 Library Board packet.

12. Committee Reports

A. Policy Committee (Lesko, Michener- Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma - Chair)

A meeting is scheduled for December 17, 2015 with Trustee Michener and Trustee Verma to share the drafts created by the Library staff HR Committee.

C. Finance Committee (Sturing, Lesko, Messerknecht - Chair)

A meeting was held on December 11, 2015 with Leave a Legacy. Trustee Messerknecht, Julie Farkas, and librarian Mary Storch were in attendance. The purpose of the meeting was to give Leave a Legacy an opportunity to educate the Library about the process of leaving a legacy. The concept of Leave a Legacy is finding the way of obtaining money from people that want to give the Library money. Ms. Farkas will gather information and coordinate setting up a second meeting to find out the next

steps required. Leave a Legacy's purpose of solely educating the public about the options available to them is a good fit for the Novi Library.

D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair)

There was no report provided for the Events/Marketing Committee.

E. Strategic Planning Committee (Lawler, Open – Chair)

There was no report provided for the Strategic Planning Committee.

F. Building/Landscape Committee (Open, Messerknecht-Chair)

- The Committee continues to work on the traffic and parking lot situation. The traffic study company will be back in January to do a traffic study. One issue to resolve is that solutions that are beneficial to the Library are not beneficial to the schools.
- Trustee Verma reported that DTE is not able to pay for the new bulbs required for changing over to LED. The Library is in talks with the Energy Reduction Coalition that pays for the initial cost of converting to LEDs and then takes a portion of the savings. Trustee Verma expressed concern over the fact that the company is relatively new. Ms. Farkas informed that Board that she will be checking on references for the company before moving forward.
- Trustee Sturing thanked the facilities staff for adding additional arrows in the parking lot.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

There are no matters for Board discussion.

15. Executive Session

Trustee Sturing made a motion to move into Executive Session to discuss Library Director Mid-year review and the motion pass unanimously.

16. Adjournment

A motion was made to adjourn the meeting at 8:45 p.m.

1st—Tara Michener

2nd—Ramesh Verma

The motion was approved unanimously.



January 20, 2016

Ramesh Verma, Secretary

Date