



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 21, 2015**

1. Call to Order and Roll Call

Library Board

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

Student Representatives

Ruchira Ankireddygari (Absent and excused.)
Cindy Huang (departed at 7:08)

Library Staff

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

Guest

Carl Johnson, Finance Director, City of Novi

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 L535

Trustee Lawler inquired about expenditures for *Brodart* and *Barnes and Noble* on page four of the October 21, 2015 Library Board packet. Ms. Farkas explained that these two items are both book purchases. Brodart is a large wholesale supplier of books to the Library, and the Library works with Barnes and Noble as a vendor for author events. Trustee Verma inquired about *Ideal Restaurants, Inc.* on page five of the October 21, 2015 Library Board packet. Ms. Farkas explained that it was the restaurant used for the On the Road event held on October 9, 2015.

A motion was made to approve the Claims and Warrants L535 as amended.

1st – John Lesko

2nd – Bill Lawler

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – September 16, 2015

A motion was made to approve the Regular Meeting Minutes of September 16, 2015.

1st – John Lesko

2nd – Bill Lawler

The motion was passed unanimously.

5. Correspondence

A. Thank you Email from Kim Kozlowski, Novi Teacher

Ms. Kozlowski brought her fifth grade class to the Library for a tour, scavenger hunt and lunch on September 21, 2015. The class also sent notes thanking the Library.

B. Thank you Email from Darby Hoppenstadt, Novi Teacher

Ms. Hoppenstadt works with new teachers in the district. Ms. Farkas gave a presentation to new Novi teachers explaining the services offered to teachers within the Novi School District. Ms. Farkas also mentioned that Ms. Hoppenstadt is the person that helped coordinate the successful Feed the Need program.

6. Presentation/Special Guest

There was no presentation.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on page 14 of the October 21, 2015 Library Board packet.

- Teen Space had a total of 622 participants for the month of September.
- On September 18th, teens watched the Maze Runner at the Catch Up on Maze Runner Program.
- The Library hosted a Smoothie Challenge on September 23, 2015 for teens to create the best Smoothie from an assortment of ingredients.

- September 25th was the first Teen Advisory Board meeting with an ice cream social. There were 14 new attendees along with 11 returning TAB members.

9. President's Report

A. Resignation of Board Member

Trustee Paul Funk resigned from the Library Board effective September 21, 2015.

B. Board Members Welcome Desk Schedule

The new desk schedule can be found on page one of the October 21, 2015 Library Board packet.

C. Library Board Gift Fund

Ms. Farkas explained that in the past money has been collected into a fund to be used by the Board Members if there was an event amongst Board members that required making a purchase. At this time, the fund totals \$14.00.

- Trustee Sturing suggested that the Board continues with this fund.

D. 2016-2017 Budget Planning Sessions

Ms. Farkas explained that the City has requested the Library move the session dates up a month from the previous year.

- Saturday, January 16, 2016 (8am-2 pm); Saturday, February 6, 2016 (8am-2 pm); and, Wednesday February 17, 2016.
- Trustee Messerknecht requested the December 2015 financials for the first meeting in January.

The Board members expressed concern about planning a budget only six months into the current fiscal year. Carl Johnson, Finance Director of the City of Novi explained:

- The City needs the Library's budget earlier in order to have it included in the packet that goes to City Counsel in April, 2016.
- The intent of the Michigan Budget Act is to monitor and adjust your budget as you go along. It is okay to pass a budget with the information you have and amend it as needed.
- Ms. Farkas shared an email sent to staff regarding increases in healthcare benefits for 2016. BCBS may go up as much as 28%. The City is exploring other options between now and January 1, 2016.

E. Goals Update

The Novi Public Library 2015/2016 Goals for reporting September, 2015 can be found on pages 15-22 of the October 21, 2015 Library Board packet.

- On page 15, Trustee Verma inquired about the old printer that was replaced in the adult area. Ms. Farkas explained that the Library goes through the City's bid process in hopes of selling it.
- On page 16 of the Library Board packet, Ms. Farkas said that the Library applied for the Dick Johnston Award grant in order to establish a new "Tween" collection. The Library did not receive the grant.
- Ms. Farkas has been asked to be a committee member for the Michigan State Fair. She accepted with the intent of connecting the State Fair with libraries across the state of Michigan.
- On page 19 of the Library Board packet Ms. Farkas discussed the annual breakfast meeting she hosts for school media specialists and principals from Novi, Northville, Walled Lake, and Catholic Central at Moe's On Ten. Trustee Michener was able to join Ms. Farkas for this thank-you breakfast.

- On page 22 Trustee Verma asked about the \$2,500.00 approved to be used for an additional traffic study. The study is to look at another option before going through with the \$38,000.00 budgeted project. He requested that Ms. Farkas ask for a construction schedule for the upcoming parking lot project.

10. Treasurer's Report

A. Library Budget Fund 268 2015-2016

The Library Budget Fund 268 can be found on pages 23-25 of the October 21, 2015 Library Board packet.

- Trustee Messerknecht reported the projected budgeted revenue is \$2,673,000.00 and the projected budgeted expenditures are \$3,087,000.00. At this point, the Library will need to use \$414,000.00 of the fund balance for the 2015/2016 fiscal year.

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

The Library Fund 268 Expenditure & Revenue Report can be found on pages 26-29 of the October 21, 2015 Library Board packet.

- The year to date revenue through the first three months of the fiscal year is \$2,650,000.00. This number increased about 13% from the month of September. The Library is currently within \$19,000.00 of achieving the projected annual revenue, and the projections from meeting room rentals and fines should put revenue at, or over, the budgeted amount.
- The year to date expenditures through the first three months of the fiscal year is \$635,000.00. This is an increase of \$166,000.00 from September. At this time we have spent about 20% of our budgeted expenses and since we are already a quarter through the fiscal year, the Library is slightly ahead.
- The year to date net revenues and expenditures after three months is a positive \$2,019,000.00. This means after three months into the fiscal year, our year to date revenue has exceeded our year to date expenditures. This number will diminish each month as most of our revenue comes in at the beginning of the fiscal year.

C. Contributed Fund Budget 269

The 269 Library Contributed Fund can be found on pages 30-32 of the October 21, 2015 Library Board packet.

- Projected revenue for the fiscal year is \$41,700.00. Projected expenditures are \$39,600.00 which would leave a positive net revenues and expenditures of about \$2,100.00.

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

The Expenditure and Revenue Report for Fund 269 can be found on page 33 of the October 21, 2015 Library Board packet.

- Total revenue through three months is \$19,396.18 and the total expenditures are about \$6,100.00 leaving the net of revenues and expenditures at a positive \$13,200.52.

E. Balance Sheets

The balance sheets for funds 268 and 269 can be found on pages 34-35 of the October 21, 2015 Library Board packet.

- Fund 268 2014/2015 had an ending balance of \$1,845,000.00 with the net of revenues and expenditures at a negative \$126,550.00. The negative number

represents the amount that the expenditures exceeded the revenue. The net of revenues and expenditures increased about \$30,000.00 from the month of September due to expenses coming in late. This leaves a 2015/2016 beginning fund balance of \$1,719,000.00. Combine that number with the current 2015/2016 net revenue vs. expenditures of \$2,019,000.00 and the ending fund 268 balance is \$3,738,000.00.

- Fund 269 had a beginning fiscal year balance of \$1,629,000.00 with the net revenues and expenditures totaling \$13,200.00. This brings the ending fund balance to \$1,642,000.00.

11. Director's Report

The Director's Report can be found on pages 36-60 of the October 21, 2015 Library Board packet.

- Ms. Farkas reiterated about the rising cost of health care in an email sent to the full time staff on October 15, 2015. That email can be read on page 36 of the Library Board packet.
- Ms. Farkas informed the Board of a couple changes to the budget.
 - 268-000.00-803.000 **Audit** will increase \$600.00 due to higher fees.
 - 268-000.00-976.000 **Building Improvements** will decrease \$38,000.00 and 268-000.00-965.101 **General Fund** will increase by that amount due to a transfer of funds. Carl Johnson explained that the General Fund will pay for the parking lot project and then when it is completed, the Library's \$38,000.00 contribution will be transferred from the current Capital Outlay account into the City's General Fund.
- Ms. Farkas explained that an initial survey given to the public had a low response. The feedback from the survey can be found on pages 42-49 of the October 21, 2015 Library Board packet. Another survey will be offered in November and she hopes that it being offered during election week will solicit more responses.
- Ms. Farkas reported the Mr. Bernstein is paid up through August, 2015 and the Library is still waiting for September payment. She also said that she is waiting to see a copy of his insurance for the café.

A. Public Services Report

The Public Services Report can be found on pages 61-62 of the October 21, 2015.

B. Building Operations Report

The Building Operations Report can be found on pages 63-64 of the October 21, 2015.

- The energy audit done by DTE is complete and the Library is waiting on a final report. Ms. Mulcrone informed the Board that DTE was impressed with the building and that the Library was already performing many cost saving techniques. One way to improve cost would be to use LED light bulbs. The initial investment of switching to LED bulbs would be costly, but it may save money long term.

C. Library Usage Statistics

The Library Usage Statistics can be found on pages 65-74 of the October 21, 2015.

- On page 69, Ms. Farkas corrected a typo in the Early Literacy report. For the month of September the corrected number of **Monthly Time (In Minutes)** should read 20,433, not 7,416.

D. Friends of the Novi Library

Trustee Lawler attended their meeting and reported that they are busy working on the Gala to be held on October 23, 2015.

- Trustee Messerknecht noted that on page 75 of the October 21, 2015 Library Board packet that the goal for each month in the Book Nook is not \$20,000.00. \$2,000.00 is a more accurate number with some months being over that amount.

E. Novi Historical Commission

There was no report presented.

12. Committee Reports

A. Policy Committee (Lesko, Michener– Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma – Chair)

Ms. Farkas and her staff continue to work on drafting the new policy.

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

There was no report provided for the Finance Committee.

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

- Trustee Michener reported of a need for more community involvement. She suggested matching shirts with the Library logo on them.
- Trustee Michener encouraged better communication between the Library and the community. Utilizing the Engage publication, Novi News, local Home Owners Associations bulletins, and social media all are great ways to share events at the Library.

Marketing Plan

The Marketing Plan can be found on pages 50-59 of the October 21, 2015. Ms. Farkas wants to use the Marketing Plan as a guide for the Library. It will be discussed further at the November Library Board Meeting.

Assistance with Fundraising for Friends of Novi Library Gala

Trustee Michener was able to secure more sponsors for the Gala being held on October 23, 2015. Her resources turned one gift basket into sixteen baskets from area businesses.

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

The second Strategic Planning Session consisted of more people and more involvement by the attendees. Both meetings reflected the concern about the traffic flow in the parking lot.

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

The topics were discussed earlier in the meeting.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Marketing Plan (1st Draft)

Ms. Farkas requested the Board members review for discussion at the November Board meeting.

B. Friends of Novi Library—Memorandum of Shared Understanding (1st Draft)

Ms. Farkas suggested that the Board look over the Ethics for Library Trustees, Staff, and Friends on page 79 of the Library Board packet as well as the Friend's Memorandum on page 77 of the Library Board packet to see if there is something to add for discussion at the November Library Board Meeting.

15. Adjourn

A motion was made to adjourn the meeting at 8:17 p.m.

1st – Ramesh Verma

2nd – John Lesko

The motion was passed unanimously.

A handwritten signature in black ink, appearing to read "Ramesh Verma", with a long horizontal flourish underneath.

November 18, 2015

Ramesh Verma, Secretary

Date