



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
July 17, 2013**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President
Scott Teasdale, Secretary
Larry Czekaj, Treasurer
Larry Kilgore, Board Member
David Margolis, Board Member

Absent and Excused

Ramesh Verma, Board Member (7:06 p.m. arrival)

Student Representatives

Ziyang Huang
Jessica Mathew

Library Staff

Marjorie Karp-Opperer, Assistant Director
Mary Ellen Mulcrone, Assistant Director
Marcia Dominick, Administrative Assistant

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 July 17, 2013 Agenda as presented.

1st – David Margolis
2nd – Scott Teasdale

The motion passed unanimously.

4. Consent Agenda

Trustee Margolis inquired as to the credit located in line 268-000.00-880.000 in the amount of \$1150.00. Funds were received from the Novi Community Schools as payment for half of the printing costs for the Summer Reading Program brochures.

A motion was made to approve the July 17, 2013 Consent Agenda as presented.

1st – Willy Mena

2nd – Larry Kilgore

The motion was passed unanimously.

5. Correspondence

A thank you was received from a representative of Bridgepointe for the use of the Library's parking lot for the Walk-A-Thon held on Sunday, June 26, 2013.

6. Presentation

There was no presentation at this meeting.

7. Public Comment

There was no public comment.

8. President's Report

A. Goals Document 2013-2014

The new Goals document incorporating the Strategic Objectives and the Library Goals for 2013-2014 will be presented at the August Library Board meeting. The Library staff is compiling their goals based on the goals document.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the July 17, 2013 Library Board Packet on pages 15-16.

B. Library Financials and Walker Fund – June 2013

The Financials and Walker Fund Reports ending June 30, 2013 were not made available at the time of the meeting. They are expected to be received for the August 21, 2013 meeting.

Treasurer, Larry Czekaj, stated that the Library has been tracking the usage of the fund balance and it is the same as discussed at the last meeting.

C. Library Café Revenue Report – due 15th of the month –June 2013

There was no report provided as the funds were not received by the time of this meeting.

10. Director's Report (Reported by Mary Ellen Mulcrone and Margi Karp-Opperer in the absence of the Director)

A detailed report from Director, Julie Farkas, is provided on page 17 of the July 17, 2013 Library Board Packet.

Highlights of the report are:

- The glass etchings located in the Local History Room were unveiled with a reception on Thursday, June 27. The six (6) etchings were created by Ryan and Mindy Trainer and depict historical sites of Novi.
- The new budget year began on July 1, 2013 and will run until June 30, 2014. The department heads are working with their departments and staff to create goals for the 2013-14 fiscal year.
- Four (4) Library policies will be brought to the Library Board for consideration and approval; Smoking In/On Library Property; Hours of Operation; Meeting Room Rental and Use Policy; and Rules of Conduct. Two of the policies are due to the change in hours of operation scheduled for September 3, 2013. To announce the change, 5,000 magnets have been purchased announcing our new hours of operation and will be distributed to patrons.
- The Library is once again participating in the Macy's Shop for a Cause fundraiser. Last year the Library raised over \$300 and we hope to exceed that figure. The Macy's pass can be purchased for \$5 and allows patrons to shop on August 24, 2013 and receive a discount on their purchases. The Library will hold a story time the day of the event at Macy's Novi.
- The June 2013 Financials were not made available as of July 13, 2013. The final date for all invoices to be submitted for the 2012-13 fiscal year is August 10, 2013. The audited financials for July will not be available until October.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 27-28 of the July 17, 2013 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided on page 29 of the July 17, 2013 Library Board Packet.

The Library experienced an outage of its air conditioning system on Monday, July 15, 2013. Due to its failure, the Library closed its doors effective at noon for the remainder of the day. The system failure was due to the filters being clogged not allowing air flow. The HVAC system is on a scheduled maintenance, so the replacement of the filters was missed by the contractor. Trustee Verma has volunteered to work with the Facilities Department to share his experience with working with the contractors.

Trustee Margolis has requested that the air quality be analyzed for dust or other particulates within the building.

Trustees have requested a quarterly report be generated regarding the work performed on the HVAC system. They have also requested a written report be provided for the September Board Meeting by Trustee Verma.

The fir tree has been replaced on the Library property. The Trustees also inquired as to the steps necessary for the removal of the horsetail weed that is growing on the property. They were informed that it is a two-step process and is being completed by a professional.

C. Library Usage Statistics –June 2013

The June statistics are located on pages 30-34 of the July 17, 2013 Library Board Packet.

Highlights include:

- 469 Library cards issued
- 68,149 items checked out
- Number of items borrowed from TLN – 4,085
- Numbers of items borrowed from MEL – 72
- Number of items loaned through TLN – 4,457
- Number of items loaned through MEL – 131
- Read Box – Adult 24; Youth 31
- 65.75% of all items checked out were completed on self –checkout stations
- Total circulation 68,149
- Daily average people using the Library was 1,341
- Early Literacy workstation usage 912
- Daily average Computer Logins 1,082
- Technology Sessions 14 with 29 participants

12. Friends of Novi Library Report

A. May 8, 2013 Approved Board Meeting Minutes

The Friends of Novi Library May 8, 2013 Minutes are included in the July 17, 2013 Library Board Packet on pages 35-36.

B. Bylaw Revisions Approved – June 12, 2013

The Friends of the Library adopted their amended Bylaws at the June 12, 2013 meeting. The adopted Bylaws are located in the July 17, 2013 Library Board Packet on pages 37-39.

The Friends generously provide a \$2,000 scholarship to students who attend a public school in Novi. In 2014, the Friends have decided to give a \$1,000 scholarship and provide another \$1,000 (\$500 each) to the Library as compensation for two student interns during the summer reading program.

Trustee Czekaj requested a list of other surrounding Friends groups and how they assist their libraries. The Trustees commented on how impressive and generous our Friends group is.

13. Student Representatives' Report

The Student Representative's Report is provided on page 40 of the July 17, 2013 Library Board Packet. Highlights of the report include:

- Teen Volunteer Orientations held 45 participants each.
- There were about 100 volunteers participating in the Summer Reading Program this year.
- Tie-Dye Day was held on June 18 with about 100 teens in attendance.
- Glass Mosaic Madness was held on June 25 and had about 50 attendants.
- Upcoming events: See a Juggler, Be a Juggler, July 9; Lord of the Sky Birds of Prey!, July 16; Book Chat, July 18.

14. Historical Commission Report

There was no Historical Commission Report.

15. Committee Reports

A. Policy Committee (Margolis, Teasdale, Kilgore – chair)

There was no report provided.

B. HR Committee (Kilgore, Verma – chair)

There was no report provided.

C. Finance Committee (Czekaj, Teasdale, Margolis – chair)

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

E. Strategic Planning Committee (Kilgore, Sturing, Mena – chair)

There was no report provided.

F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Policy P12: Smoking In/On Library Property

The requested amendment to the current P12 Smoking Policy is the title: Smoking In/On Library Property, and Section 1., which states – Smoking of any kind, including e-cigarettes, is strictly prohibited inside the Library building and on the Patio.

The remaining sections of the Policy remain the same.

A motion was made to approve the amended P12: Smoking In/On Library Property Policy as presented.

1st – David Margolis
2nd – Larry Czekaj

The motion was passed unanimously.

B. Policy P11: Rules of Conduct

As the Rules of Conduct go hand-in-hand with the P12: Smoking In/On Library Property policy, a request for amending this policy follows suit, with changes to Section 9. as stated: Smoking of any kind, including e-cigarettes, is strictly prohibited inside the Library building, on the Patio, and anywhere on Library grounds that is within 100 feet of any exit/entrance to the Library building. (See Policy P12).

A motion was made to approve the amended P11: Rules of Conduct Policy as presented.

1st – David Margolis
2nd – Larry Czekaj

The motion was passed unanimously.

C. Policy B3: Hours of Operation

Effective September 3, 2013, the Library's hours of operation has changed to the following:

Monday- Thursday 10 a.m. – 9 p.m. (no change)
Friday and Saturday 10 a.m. – 6 p.m. (increased end of day by one hour)
Sunday 12 – 6 p.m. (increased end of day by one hour; open year-round)

A motion was made to approve the amended B3: Hours of Operation as presented effective September 3, 2013.

1st- Larry Kilgore
2nd – David Margolis

The motion was passed unanimously.

D. Policy B4: Meeting Room Rental and Use Policy

Effective September 3, 2013, the Library's Meeting Room Rental and Use Policy has changed to reflect the changes in the Library's Hours of Operation Policy as follows:

Monday – Thursday 10:00 a.m. – 8:45 p.m.
Friday and Saturday 10:00 a.m. – 5:45 p.m.

Sunday 12:00 – 5:45 p.m.

A motion was made to approve the amended B4: Meeting Room Rental and Use Policy as presented effective September 3, 2013.

1st – Larry Kilgore
2nd – David Margolis

The motion was passed unanimously.

Trustee Margolis requested a copy of the Employee Handbook and the Building Policy Handbook due to the number of revisions made to update their books.

A thank you was given to Mary Ellen Mulcrone and Margi Karp-Opperer for filling in for Director Julie Farkas.

18. Adjourn

A motion was made to adjourn the meeting at 8:02 p.m.

1st – Larry Czekaj
2nd – Ramesh Verma

The motion was passed unanimously.



August 21, 2013

Scott Teasdale, Secretary

Date

