



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
July 15, 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

**Library Board Absent/Excused**

Paul Funk, Board Member

**Student Representatives**

Ruchira Ankireddygari (departed at 7:40 p.m.)  
Cindy Huang (Absent/Excused)

**Library Staff**

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

**Guest(s)**

Sue Johnson, President, Friends of the Novi Library  
Kathy Crawford, Chair, Novi Historical Commission  
Betty Lang, Information Services Librarian  
Mary Robinson, Information Services Librarian  
John MacInnis, Secretary, Novi Historical Commission  
Kelly Sexton, Novi Historical Commission  
Roshini Ankireddygari, Novi Historical Commission Student Representative  
Meenaakshi Seetharaman, Novi Historical Commission Student Representative

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**

Trustee Lesko noted that page numbers listed in the Agenda did not match the pages in the Library Board Packet. Ms. Farkas explained that there is a problem with the file and that an extra document keeps being inserted when printed which then throws off the page enumeration. The IT department is helping her resolve this issue.

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

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – John Lesko

The motion was approved unanimously.

**4. Consent Agenda**

**A. Approval of Claims and Warrants L532**

A motion was made to approve the Claims and Warrants L532.

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

**B. Approval of Regular Meeting Minutes – June 17, 2015**

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

**5. Correspondence**

There was no correspondence.

**6. Presentation/Special Guest**

**A. Check Presentation—Friends of the Novi Library**

President Sue Johnson informed the Board that the Friends of the Novi Library brought in \$25,000.00 during the 2014/2015 fiscal year. \$20,000.00 came from the used book sale and another \$5,000.00 came from membership fees. She presented the \$25,000.00 check to Ms. Farkas and Trustee Sturing.

- Ms. Farkas informed the Board that because of this money, all the items on the Library's wish list that was presented at the Budget discussions in December 2014 and January 2015 would be purchased. The money will help fund programs, services, and new technologies.

**B. Historical Commission Annual Update—Kathy Crawford**

Ms. Crawford addressed the Commission's desire to be more visible in the community. In addition to having a presence at Fall In to Novi and Spring In to Novi, the Historical Commission wants to share the city of Novi's story with the students in the community. With more visibility comes the opportunity to gather more historical items and hear other stories from the community.

Highlights for the year included:

- Resident Tom Lazlo donated many items that he recovered from Pavilion Shores Park using his metal detector. Shell casings from the amusement park, coins, and other items were recovered. He also donated a large, lockable display case to house the items he donated. The case resides in the Local History Room of the Novi Library.
- A member of the community brought to the attention of the Historical Commission a Civil War veteran buried in the Novi Cemetery. Lieutenant Curtis Z. Pratt is buried in the cemetery but his name is not included with other military veterans listed on the sign at the cemetery. The Historical Commission is now researching other military veterans buried in the cemetery and a new, updated sign will be posted.
- The DAR researched the history of Hooper Bishop, who served in the Revolutionary War, and in conjunction with Novi Parks and Recreation and the Novi Historical Commission planned and implemented a grave dedication ceremony at the Novi Cemetery. Ms. Crawford mentioned that there is a problem with people taking plaques and medallions from the tombstones of these veterans and is working on ways to protect the cemetery from vandalism.
- Local artist David Barr turned over the rights to his book Villa Barr to the Novi Historical Commission in hopes of continuing to tell his story after he is gone and to use the book sales as a fundraiser. The City of Novi owns the property to his home and hopes to make it a place for artists and residents to tour and take classes at.

**C. Mary Robinson, Information Services Librarian—Local Author/Artist Digital Collection**

In 2012 Novi Library started the Local Author/Artist collection. At this time the collection contains about 20 items. Ms. Robinson, who maintains the digital collection, recognized that a time would come when an electronic book would need to be added to the collection. After much research, she discovered Local Content which comes free with our Overdrive subscription. Overdrive is the Library's e-book resource. Using the Overdrive platform, she is able to add and edit e-books, audio-books, music and video so that it is searchable in both Novi Library's catalog and Overdrive's catalog.

- Ms. Robinson was asked to speak at Digipalooza being held in Cleveland, Ohio in August to share her knowledge with other libraries.

**7. Public Comment**

There was no public comment.

**8. Student Representatives Report**

The Student Representative Report can be found on page 14 of the Library Board Packet.

- The Novi Library Teen Summer Interns for 2015 are Austin Morton and Shraddha Jadhav.
- Trustee Michener complimented all the teen volunteers for their efforts during the Summer Reading Program.

**9. President's Report**

**A. Goals Update – June 2015**

The Novi Public Library 2014/2015 Goals can be found on Pages 15-29 of the July 15, 2015 Library Board packet.

Highlights for the monthly goals are:

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
  - Strategy – Consider adding new collections and services.
    - Tactic – Investigate adding new and more interactive play components for the Youth area.
      - With the help of the Friends of the Novi Library, the library will be adding new play components to the Youth area.
- Goal #2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
  - Strategy - Seek funding through grants.
    - Tactic – Teens and technology ideas for YALSA Shark Bowl.
      - Erin Durrett presented at the ALA Conference. She was awarded a prize which at this time has not been announced, but will be shared with the Board at the August Library Board Meeting.
- Goal #4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
  - Strategy - Engage the older adult community in Library programs and services.
    - Tactic – Partner with Older Adult Services/Meadowbrook Activity Center to attract older adults for Library programming, services, resources and technology (provide no fee transportation to Library).
      - The second book discussion was held in June at the Meadowbrook Activity Center. It is a strategy for the Library to reach out to people can't physically come to the Library. Most of the participants are already library card holders. A third discussion is to be held on August 19, 2015.
  - Strategy – Increase/Implement programming opportunities for each patron group.
    - Tactic – Provide cultural programs (music, authors, poetry, festivals) from around the world
      - 20 Novi High School students were chosen by school staff to display their art in the Teen Stop. The work of these very talented artists will be on display for one year.
- Goal #5: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.
  - Strategy – Library Board Trustees participate in NPL events.
    - Tactic – Unveiling and dedication of “I Love My Country” statue.
      - Ms. Farkas graciously thanked Trustees Lesko and Sturing for attending the event. Close to 40 people were in attendance for the unveiling of this new piece of art honoring Hugh and Kathy Crawford's 50<sup>th</sup> wedding anniversary.
- Goal #6: Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.
  - Strategy – Increase awareness of services, collections, programs and technology.
    - Tactic – Ensure a social media presence that best suits Novi Public Library.
      - NPL Teen Stop Facebook page was updated and the Library now has an Instagram account.

- Goal #8: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
  - Strategy – Maintain best practices and policies.
    - Tactic – Review Library policies regularly, updating and adding as needed.
      - An in-house committee has been formed to review the HR policies at the Library. They will convene in the Fall with the Policy Committee to share their findings.

## **10. Treasurer's Report**

### **A. Library budget 2014-2015**

The total projected revenue for 2014/2015 is \$2,637,000.00 and the total projected expenditures are \$2,950,000.00. This leaves an estimated fund draw of \$313,000.00.

### **B. Library Financials and 269 Contributed Fund as of June 30, 2015**

The Library Financials and 269 Contributed Fund can be found on pages 36-41 of the July 15, 2015 Library Board Packet.

- Fund 268 Revenue:
 

The year to date revenue for June increased about \$27,000.00 due to interest earned on investments which came in at about \$11,000.00. Total revenue for the month of June put the 12 month revenue at \$2,668,000.00 which is about \$102,000.00 more than was budgeted for. The 2014/2015 budgeted revenue was up about \$87,000.00 from the 2013/2014 budgeted revenue. Trustee Messerknecht hopes to see a continued moderate increase in revenue for upcoming years.
- Fund 268 Expenditures:
 

The year to date expenditures increased about \$202,000.00 for the month of June. This amount includes several old charges which occurred prior to June and totaled about \$35,000.00. Through June we have had expenditures that total \$2,685,000.00 about 88% of what we had in the budget. The expenditure amount is about \$135,000.00 lower than in the prior fiscal year. The lower amount can be attributed to:

  - Lower permanent and temporary salaries
  - Lower expenses for books
  - Lower expenses for grounds maintenance
- Total revenue and expenditures through June total -\$16,834.00. This indicates that the expenditures exceeded revenue by almost \$17,000.00 which is what will be drawn on the fund balance. Trustee Messerknecht said that this amount is significantly lower than what the Board had originally planned on using a year ago and it is a credit to Ms. Farkas and her staffs' dedication of lowering expenditures.

### **C. Library Balance Sheets for 268 and 269 Funds – as of June 30, 2015**

The balance sheets can be found on pages 41-42 of the Library Board Packet. Fund 268 had assets that totaled \$1,896,422.54 and liabilities that totaled \$67,280.75. Fund 269 showed minimal activity for the month of June. The majority of revenue was from investments. The total fund balance increased by about \$11,000.00 for the month of June bringing the total to \$1,638,000.00.

#### **D. Proposed Budget 2015-2016—269 Contributed Fund**

The 269 Library Contributed Funds Revenue & Expenditures proposed budget for 2015/2016 can be found on pages 43-44 of the Library Board Packet.

- Ms. Farkas presented the proposed 2015/2016 to the Library Board and requested an approval.

A motion was made to approve the 269 Library Contribution Fund Revenue and Expenditures budget for 2015/2016.

1<sup>st</sup>—John Lesko

2<sup>nd</sup>—William Lawler

The motion passed unanimously.

#### **11. Director's Report**

The Director's Report can be found on pages 42-54 of the July 15, 2015 Library Board packet.

- The Library will be closed on Friday, August 21, 2015 for a Staff In-Service Day. Ms. Farkas thanked the Board for allowing the staff a day to be together as a group.
  - An active shooter drill and debriefing will be held from 10:30-12:30 in conjunction with the Novi Police Department. As a public building Ms. Farkas feels it is important to practice this. Other libraries are also practicing this drill.
  - Following the drill, staff will enjoy an afternoon at Paradise Park where lunch will be served.
  - The Friends of the Novi Library support this event with a \$500 toward staff lunch costs.
- On June 24, 2015 Wendy Teagan retired after 27 years of service to the Novi Library. She was given a gift and a plaque presented by Ms. Farkas and Trustee Verma.
- In August the Library will start sharing a van with the City of Novi for outreach.
- Novi Library Staff Recognitions for 2014-2015:
  - **Above and Beyond Award:** Kathleen Alberga (Information Services Librarian), Keith Perfect (Facilities), Sam Gillman (Support Services, Library Assistant), Nancy Bohdan (Support Services, Clerk), and Deb Carbott (Support Services, Supervisor)
  - **Customer Service Award:** Bill Bembeneck (Facilities), Jackie Liebau (Support Services, Clerk), and Scott Rakestraw (Information Technology).
- Novi Library will be the showcase library at the Michigan Library Association Conference being held in Novi from October 28-30, 2015. Thursday, October 29, 2015 the Library will be closed to the public from 7:00-9:00 p.m. in order to host an event in conjunction with the conference.
- Ms. Farkas requested to move forward with the staff salary increases.

A motion was made to approve a 1.5% salary increase for eligible library staff effective August 21, 2015.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

- The Strategic Planning Committee met on July 11, 2015. The Committee has meetings scheduled in August and September that will be open to the community to gain feedback.
- FOIA Policy
  - Ms. Farkas will be the designated person the City of Novi will contact if there is a FOIA issue related to the Library.

A motion was made to approve the new FOIA Policy (Public Policy P5) with the modifications.

1<sup>st</sup>—John Lesko

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

**A. Public Services Report**

The Public Services Report can be found on pages 55-56.

- Summer Reading has been busy. The ending numbers for 2014 were 2,400 and Ms. Farkas feels confident we will pass those numbers.

**B. Building Operations Report**

The Buildings Operations Report can be found on page 60.

- The IT department installed a new firewall on July 8<sup>th</sup> and made improvements to the wireless network.

**C. Library Usage Statistics**

The statistics can be found on pages 61-70.

- The Read Boxes are again a success. Ms. Farkas said library staff is filling them weekly and the books are being utilized.
- The usage of the charging stations doubled from a year ago.
- The Novi Library App is being downloaded and many patrons use it to look at the art in the Library.

**D. Friends of the Novi Library**

The Friends of the Novi Library meeting minutes for June 10, 2015 can be found on page 71.

**E. Novi Historical Commission**

The Novi Historical Commission minutes from May 26, 2015 can be found on pages 72-73.

**12. Committee Reports**

**A. Policy Committee (Lesko, Michener – Chair)**

There was no report provided for the Policy Committee.

**B. HR Committee (Michener, Verma – Chair)**

There was no report provided for the HR Committee.

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

There was no report provided for the Finance Committee.

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

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

**E. Strategic Planning Committee (Lawler, Funk – Chair)**

- A meeting was held on Saturday, July 11, 2015 with meetings also scheduled in August and September.

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

There was no report provided for the Building/Landscape Committee.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Discussion**

**A. Freedom of Information Act (FOIA) Policy Changes; adoption of City of Novi Policy**

This item was discussed in the Director's Report.

**B. Motor Vehicle Operations Policy—City of Novi (1<sup>st</sup> Reading)**

- Knowing that Novi Library will now be sharing a van with the City of Novi, Ms. Farkas recommended that the Library adopt the City's policy.

A motion was made to approve the Motor Vehicle Operation Policy for the City of Novi/Library.

1<sup>st</sup>—John Lesko

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

**15. Adjourn**

A motion was made to adjourn the meeting at 8:55 p.m.

1<sup>st</sup> – John Lesko

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.



August 19, 2015

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Ramesh Verma, Secretary

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Date