



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
April 24, 2014**

**1. Call to Order and Roll Call**

**Library Board**

Mark Sturing, President  
Willy Mena, Vice President, Interim Secretary  
Larry Czekaj, Treasurer  
David Margolis, Board Member  
Craig Messerknecht, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

John Lesko, Board Member

**Student Representatives**

Jessica Mathew  
Ziyang Huang

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, Office Assistant  
Christina Salvatore, Communications Coordinator

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**

Library Board President, Mark Sturing requested three corrections to the agenda, and one addition.

- Change meeting date from Wednesday to Thursday.

- Under **#15Committee Reports, item 15A. Policy Committee**, remove the first Margolis and add Lesko.
- Under **#15Committee Reports, item 15D. Fundraising Committee**, add Sturing.
- Under **#17 Matters for Board Action**, add **item 17B. Election of Officers.**

Library Director, Julie Farkas, requested one addition. Under **#5Correspondence** add item **5B Certificate of Appreciation.**

A motion was made to approve the April 24, 2014 Agenda as amended.

1<sup>st</sup> – Willy Mena

2<sup>nd</sup> – Larry Czekaj

The motion was passed unanimously.

#### **4. Consent Agenda**

A motion was made to approve the April 24, 2014 Consent Agenda as presented.

1<sup>st</sup> – Willy Mena

2<sup>nd</sup> – David Margolis

The motion was passed unanimously.

#### **5. Correspondence**

##### **A. April 14, 2014: Thank you letter from Alejo Torres – Money Smart Week**

Library Director, Julie Farkas received a thank you letter from Senior Outreach Manager, Alejo Torres, of the Federal Reserve Bank of Chicago, for participating, April 5<sup>th</sup>-12<sup>th</sup>, in Money Smart Week. The Novi Public Library provided a Money Smart program for young children, and was the home base for over 6,000 books that were distributed through TLN cooperative, to over 100 libraries in the State of Michigan.

##### **B. Certificate of Appreciation**

A Certificate of Appreciation was received from the City of Novi Parks, Recreation, and Cultural Services, as a thank you for donating a bag of books as a raffle item for their Mother- Son Dance event held in March.

#### **6. Presentation**

##### **National Library Week Video – Christina Salvatore, Communications Coordinator**

“Lives Change at the Library”, a video created for National Library Week by Christina Salvatore and the SWOC team, headed by Dave Reinhardt, was presented to the Library Board. In order to show how important libraries are to the community, Christina spoke with several Novi High School students and library patrons about what they utilize and enjoy most at the library, and how the library has impacted their lives.

Library Director, Julie Farkas, plans to use the video on the Novi Public Library website after National Library Week, and to submit it for marketing grants, and possible awards.

## **7. Public Comment**

There was no public comment.

## **8. President's Report**

### **A. Goals Document 2013-2014**

The 2013-2014 Goals document is located on pages 12-21 of the April 24, 2014 Library Board Packet. Highlights include:

- Listen at the Library programs are well attended by the community. The Kyodai Brass Quintet had an attendance of 110, and 120 people enjoyed listening to Duo Sonidos.
- Over 180 children and parents from Village Oaks Elementary School participated in the Project Based Learning Presentation at the Novi Public Library.
- A photo call for Novi residents to share photos and information of Novi history is scheduled for Sunday, May 5<sup>th</sup>. The photos will be added to the Local History Room.
- The "On the Road" program, to be held on April 30<sup>th</sup>, is sold out. Assistant Director of Public Services, Margi Karp-Opperer, will be taking over 50 people on a trip to visit the Meadowbrook Museum and Theatre in Rochester.
- The Administration Office will be open on Saturdays from 10am-6pm beginning in July, 2014. This will allow patrons who are interested in renting a meeting room, but are unable to visit the Library during the regular work week, to come in and see the rooms. Administration staff will adjust schedules at no additional cost to the Library.

## **9. Treasurer's Report**

### **A. Library Budget 2013-2014**

The 2013-2014 Budget dated March 20, 2013 is included in the April 24, 2014 Library Board Packet on pages 22-23.

### **B. Library Financials and Walker Fund**

The Financials and Walker Fund Reports ending March 31, 2014 are located on pages 24-27 of the April 24, 2014 Library Board Packet. The Balance Sheet for the Library and Walker Fund are located on pages 28-29 of the April 24, 2014 Library Board Packet.

### **C. Library Café Revenue Report – due 15<sup>th</sup> of the month – March 2014**

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

The Finance Committee will meet with the City Finance Director on May 7<sup>th</sup>, 2014, at 7:00 p.m. in the Board Room at the Novi Public Library. The focus of

the meeting will be on the presentation of Finance information received to date, and how to make the reports more understandable and accurate to the reader. All Library Board members are welcome to attend and offer suggestions as to how things could be presented better.

## **10. Director's Report**

The Director's Report is provided on pages 30-35 of the April 24, 2014 Library Board Packet. Highlights of the report are:

- The winning Battle of the Books team was Fiction Foretellers.
- Two additional Read Boxes will be installed in early June, one at ITC Park, and one at Rotary Park.
- Several staff members attended the PLA Conference and Computers in Libraries Conference last month. Highlights are provided by staff who attended on pages 31-35

### **A. Proclamation – National Library Week 2014**

The National Library Week Proclamation was presented to the Library by Mayor Gatt at the last Council Meeting. The Proclamation is provided on page 36 of the April 24, 2014 Library Board Packet.

### **B. Outreach to the Novi Business Community, by Maureen Simari**

The report is provided on pages 37-39 of the April 24, 2014 Library Board Packet.

## **11. Additional Reports**

### **A. Public Services Report**

The Public Services Report is provided on pages 43-44 of the April 24, 2014 Library Board Packet.

### **B. Building Operations Report**

The Building Operations Report is provided on page 45 of the April 24, 2014 Library Board Packet.

### **C. Library Usage Statistics – March 2014**

The March statistics are located on pages 46-53 of the April 24, 2014 Library Board Packet. Highlights include:

- 355 Library cards issued
- 69,472 items checked out
- Number of items borrowed from TLN – 3,876
- Number of items borrowed from MEL – 91
- Number of items loaned through TLN – 4,980
- Number of items loaned through MEL – 111
- 57.64% of all items checked out were completed on self – checkout stations
- Total circulation – 69,472
- Daily average people using the Library was 1,059
- Early Literacy workstation usage 834
- Daily average computer logins – 1,433
- Technology Sessions – 53 with 53 participants

- Check-outs Freegal – 1,783; Overdrive – 4,442; Zinio – 599
- Charging Station Usage – 0
- Meeting Room Rentals – 47

## **12. Friends of Novi Library Report – no meeting held in March**

There was no report provided.

## **13. Historical Commission Report – February 26, 2014 Minutes**

The February 26, 2014 Historical Commission Minutes are provided on pages 54-56 of the April 24, 2014 Library Board Packet. Highlights are:

- Installation of the Motor Cities Marker Project is scheduled for early to mid-summer.
- There will be a total of eight markers in the community.
  - Three located at Pavilion Parks Shore surrounded by Walled Lake
  - One outside near the Library
  - One at 4 Corners – Novi Road and Grand River
  - One at the bridge over the rail road track
  - One at Michigan State University's Tollgate Farm
  - One undetermined at the Grand River area
- County Commissioner, Kathy Crawford and Tom Lazslo will be guest speakers at the May Library Board meeting. They will talk about a collection of items that were found in the ground when the Pavilion Shore went through renovation.

## **14. Student Representatives Report**

The Student Representatives Report is provided on page 56 of the April 24, 2014 Library Board Packet. Highlights include:

- Programs:
  - Teen Advisory Board (TAB) Meeting with 10 teens discussed the Summer Reading Program
  - Handwriting Analysis program – 15 in attendance
  - Teen Book Club – 6 in attendance
  - Divergent Initiation Program – 7 teens in attendance
  - Teen Space held 18 sessions this month with 731 in attendance
- Upcoming Programs:
  - Teen Book Club – May 3<sup>rd</sup> at 1:00 p.m.
  - WOW Writing Workshop – May 14<sup>th</sup> at 7:00 p.m.
  - TAB Meeting – May 16<sup>th</sup> at 3:30 p.m.

Student Representatives, Jessica Mathew and Ziyang Huang will make a presentation at the May Library Board Meeting on their accomplishments this past year.

## **15. Committee Reports**

### **A. Policy Committee (Lesko, Messerknecht, Margolis – chair)**

There was no report provided.

### **B. HR Committee(Lesko, Verma – chair)**

There was no report provided.

### **C. Finance Committee (Czekaj, Sturing, Margolis – chair)**

There was no report provided.

1. Meeting Scheduled for Wednesday, May 7, 2014 at 7:00 p.m. at the Novi Public Library

### **D. Fundraising Committee ( Lesko, Sturing, Mena – chair)**

There was no report provided.

### **E. Strategic Planning Committee ( Messerknecht, Sturing, Mena – chair)**

There was no report provided.

### **F. Building/Landscape Committee ( Margolis, Messerknecht, Czekaj – chair)**

There was no report provided.

## **16. Public Comment**

There was no public comment.

## **17. Matters for Board Action**

### **A. Driver's License Verification Policy – 1<sup>st</sup> draft**

A draft of the proposed Driver's License Verification Policy is provided on pages 40-42 of the April 24, 2014 Library Board Packet.

A number of Library employees use the Library van, and their own private vehicles, for Library business during work hours. Library Director, Julie Farkas, asked the Library Board to review the policy for possible adoption. Action on the policy will be taken at a later date.

### **B. Elections of Officers**

Nominating Committee members, President Mark Sturing, and Library Board Trustee, Craig Messerknecht, presented a slate of names for Library Board Officers for the coming year.

- Nominated and accepted for President – Willy Mena
- Nominated and accepted for Vice President – David Margolis
- Nominated and accepted for Treasurer – Larry Czekaj
- Nominated and accepted for Secretary – Ramesh Verma

A motion was made to vote on the slate as presented.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Larry Czekaj

The motion was passed unanimously.

**18. Adjourn**

A motion was made to adjourn the meeting at 8:06 p.m.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.



May 21, 2014

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Willy Mena, Interim Secretary/Vice President

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Date