



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 25, 2015**

1. Call to Order and Roll Call

Library Board

John Lesko, President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
Mark Sturing, Board Member
Paul S. Funk, Board Member
Tara Michener, Board Member
William Lawler, Board Member

Student Representatives

Ziyang Huang (departed at 7:11 p.m.)
Ruchira Ankireddygari (departed at 7:11 p.m.)

Library Staff

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

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by President John Lesko at 7:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Introduction of new Library Board Members

- A.** Trustee Paul Funk has been a resident of Novi for four years. He comes to Novi after over 25 years in Rochester Hills where he served on various community organizations. Mr. Funk is a graduate of The University of Michigan and has had a long career in the corporate world of management, technology, and consulting.
- B.** Trustee Lawler has been a resident of Novi for nearly 30 years. He is retired from the Internal Revenue Service. Upon retirement, Mr. Lawler hoped to serve on an established board. He served on the Novi Housing and

Community Development Board for several years and looks forward to being a contributing member to the Novi Library Board.

4. Approval and Overview of Agenda

President Lesko requested the following changes be made to the March 25, 2015 Agenda:

- On page 2 of the Library Board Packet, item 12D, Fundraising Committee, needs to be changed to reflect the new name Events/Marketing Committee.
- Item 14A, on page 2 of the Library Board Packet, needs to say "Approval of 2015-2016 Revised Library Budget".
- Trustee Messerknecht informed the Library Board that he and Trustee Sturing were switching welcome desk shifts that are listed in the President's Report. Trustee Sturing will be working April 13, 2015 and Trustee Messerknecht will be working May 4, 2015.

A motion was made to approve the March 25, 2015 Agenda as amended.

1st – Ramesh Verma

2nd – Mark Sturing

The motion was passed unanimously.

5. Consent Agenda

A. Approval of Claims and Warrants L528

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

C. Approval of Budget Session Minutes – February 21, 2015

A single motion was made to approve all three line items in the March 25, 2015 Consent Agenda.

1st – Paul Funk

2nd – Mark Sturing

The motion was passed unanimously.

6. Correspondence

There was no correspondence.

7. Presentation

There was no presentation.

8. Public Comment

There was no public comment.

9. Student Representatives Report

The Student Representatives Report is provided on pages 21-22 of the March 25, 2015 Library Board Packet. Highlights include:

- Teen Space had 396 attendees in 12 sessions for an average of 33 per session.

Upcoming events/programs:

- March 20 Teen Advisory Board: TAB celebrated Chinese New Year a month late since the event on February 20, 2015 was cancelled due to weather conditions. The Novi Youth Council is looking for a new Student Representative for the Library Board and applications were handed out to the members at the meeting.
- March 20 Writing Contest Deadline
- March 28 Teen Empowerment Program

10. President's Report

A. Letter from President David Margolis to Gary & Lola Bernstein, Library Café proprietors.

- Upon receiving the letter from President Margolis, Mr. Bernstein submitted a sizable portion of the money owed to the Novi Library. Since that initial payment, no new monies have been received that settle the past due amount.
- Trustee Lawler noted that the money that is owed to the Library is from 2014. He inquired about his payments for 2015 and Ms. Farkas informed the Board that he is mostly current on what he owes for this current year.

B. Goals Full Document July 2014-March 2015

The 2014/2015 Goals can be found on pages 24-33.

- Ms. Farkas made a point of adding the full list of the goals to the March 25, 2015 Board Packet so the new board members can see them in their entirety.
- President Lesko inquired about the teen collection development grant that Novi Library applied for. Unfortunately the grant, provided through the American Library Association, went to another library and Novi Library will continue applying for other grants.
- Trustee Michener mentioned the possibility for a grant from the healthcare industry that awards nonprofit businesses for doing great work in the community. Ms. Farkas will look into it.

C. Goals Update-March 2015

The goals for March 2015 can be found on pages 34-37.

D. Welcome Desk Schedule

The upcoming Welcome Desk schedule can be found on page 1 of the Agenda.

- As noted earlier, Trustee Sturing and Trustee Messerknecht will be switching the days April 13th and May 4th.

- Trustee Messerknecht explained working the welcomed desk is a good way to meet staff and see what is going on in the library. He noted that with the push toward using self-checkout, there are times when patrons' must interact with the staff at the circulation desk to resolve their issues.
- Trustee Sturing commended the staff for the patience they exhibit when dealing with library patrons.

E. Election of Officers—April 15, 2015 (May 20, 2015 new officers take effect)

- Any board member interested in the Library Board positions of President, Vice President, Treasurer, or Secretary should let Trustee Verma know for the April 15, 2015 Board meeting. At that meeting the positions will be voted on. Committee members will also be chosen at that time. Until that time in April, the committees shall remain as they are.

11. Treasurer's Report

A. Library Budget 2014-2015

The 2014-2015 Library Budget can be found on pages 38-40 of the Board Packet.

B. Library Financials and Contributed Fund – as of February 28, 2015

The library financials and contributed fund can be found on pages 41-46 of the Board Packet.

- Expenditures for February, 2015 increased \$205,000.00 and the balance for the year is \$1,813,000.00 which is 59.3% of the yearly budget. At this time the library is 67% through the fiscal year and continues to track in a positive direction.
- The increase of \$205,000.00 includes expenditures from prior months that have not been processed. Looking back on these expenditures, Trustee Messerknecht sees nothing inconsistent or considered a problem.
- Revenues increased just under \$19,000.00 for the month of February. The year to date amount in revenues is roughly \$2,580,000.00 which is \$16,000.00 more than was budgeted.
- The majority of revenue comes at the beginning of the fiscal year. From now until the end of the year most of the remaining revenue comes from book fines and meeting room rentals.

Trustee Messerknecht made a point of mentioning the following line items from the Revenue and Expenditure Report:

- **Account 268-000.00-727 Office Supplies**
 - Due to the high price of toner cartridges and printing usage, this account will be over budget. Staff is working on ways to bring down the cost by utilizing the copy machines instead of desk top printers for their printing needs.
- **Account 268-000.00-734 Computer Supplies; Software**

- This line item increased due to the annual renewal of software licenses.
- **Account 268-000.00-817 Custodial Services**
 - This account shows the amount of \$0.00 for the month of February due to invoice processing time.
- **Account 268-000.00-923 Water and Sewage**
 - Because water and sewage are not billed on a monthly basis, the amount shows \$0.00 for the month of February.
- **Account 268-000.00-941 Grounds Maintenance**
 - The sharp increase in salt prices caused this budgeted item to go up. Although we do have a contract with the company that plows and salts our parking area, they retain the right to increase our rate if the price of salt goes up.

C. Library Balance Sheet –as of February 28, 2015

The balance sheet can be found on page 47 of the Board Packet.

- The 268 account has assets at just over \$2,700,000.00 and liabilities around \$111,000.00. Account 269 showed little activity.
- Trustee Messerknecht requested that the balance sheet go back to the original format that separated the two accounts. Although fund 269 is available for use, it has been chosen to be used separately for exceptional items. Ms. Farkas agreed to go make the requested format change.

D. Proposed Library Budget for 2015-2016 for 268 Account

The revised budget for 2015/2016 can be found on pages 48-50. Ms. Farkas went over the Revised Budget for the 268 account. She discussed the budget by sections.

- **Revenue**
 - Ms. Farkas presented total revenue of \$2,673,181.00 for the 2015/2016 budget.
- **Personnel Services**
 - Trustee Sturing made a motion to add \$25,000.00 to account 704.200 Wages (non-pensionable) for 2015-2016, 2016-2017, and 2017-2018.

1st--Ramesh Verma

2nd-- Paul Funk

The motion passed unanimously.

- **Supplies and Materials**
 - A total of \$566,000.00 is budgeted for 2015/2016.
- **Services and Charges**
 - The total is \$479,600.00 which includes the changes in the property and liability insurance that was received from the city as well as an additional \$10,000.00 added to line 934, Building Maintenance.

- Trustee Verma expressed his concern over the amount of money budgeted for electricity and heat. He encourages Ms. Farkas and Ms. Mulcrone to request an energy survey from DTE to suggest ways to lower our energy expenses.
- **Capital Outlay**
 - The 2015/2016 budget for Capital Outlay is \$146,200.00. The Board Members and Ms. Farkas agreed that this number has the potential to be lower by pursuing new fundraising opportunities.

Ms. Farkas asked that the Board Members approve the revised budget with an expenditure total of \$3,087,745.00 and a fund balance total of \$414,564.00. In addition, she would add \$25,000.00 to line 704.200 for 2016/2017 and 2017/2018.

1st--Mark Sturing

2nd--John Lesko

The motion passed unanimously.

12. Director's Report

The Director's Report can be found on pages 51-56 of the March 25, 2015 Board Packet.

- Ms. Farkas spoke of the passing of teen librarian Jennifer Preston. Jennifer had been with the Novi Library six years and was much loved by staff and Novi Library's teen community. A staff celebration honoring Jennifer will be held on April 6, 2015. A brick in her honor will also be purchased and dedicated at a later date.
- Novi Library has been asked to participate in the Michigan International Women's Show April 30-May 3, 2015 at the Suburban Collection Showplace. On Sunday May 3, librarians will be giving book talks on good reads for mothers and daughters.

13. Committee Reports

There were no Committee Reports.

14. Public Comment

There was no public comment.

15. Matters for Board Discussion

2015-2016 Library Budget was approved in the Treasurer's Report.

16. Adjourn

A motion was made to adjourn the meeting at 9:10 p.m.

1st – Ramesh Verma

2nd – Tara Michener

The motion was passed unanimously

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

April 15, 2015

Ramesh Verma, Secretary

Date