



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 15, 2014**

1. Call to Order and Roll Call

Library Board

David Margolis, President
Larry Czekaj, Treasurer
Ramesh Verma, Secretary
John Lesko, Board Member
Mark Sturing, Board Member

Absent and Excused

Craig Messerknecht, Board Member

Student Representatives

Ziyang Huang (departed at 7:22 p.m.)

Student Representative Absent and Excused

Ruchira Ankireddygar

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Marcia Dominick, Administrative Assistant

Guests

Blair Bowman, Suburban Collection Showplace, and representative of the
Michigan State Fair
Kathy Crawford, Oakland County Commissioner
Hugh Crawford, State 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 David Margolis, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

- **Item 15, Matters for Board Action, Section A, Election of Vice President for 2014-2015** is to be removed.
- The Student Representatives Report has been relocated toward the beginning of the Agenda allowing them the option of staying for the meeting or departing early.
- President Margolis requested full page numbers be provided on the Agenda page.
 - Consent Agenda
 - Claims and Warrants, pages 3 and 4
 - Regular Meeting Minutes pages 5 – 9
 - President's Report
 - A. Goals- two sets – quarterly report, pages 13-18 and full set, pages 19-20
 - B. Café Report now falls under the President's Report and is located on Page 32
 - Treasurer's Report
 - A. Budget 2014-2015 pages 21-23
 - C. Library Financials and Contributed Fund – 268 accounts on pages 25-27 and page 29; 269 accounts on page 28 and page 30.
 - Director's Report, pages 31-32
 - Building Operations, pages 36-39
 - Usage Report, pages 41-49
 - Friends, pages 50-51

A motion was made to approve the October 15, 2014 Agenda as amended.

1st – Ramesh Verma

2nd – Mark Sturing

The motion was passed unanimously.

A question as to why there were two Public Comments was raised. Reason provided was this allows the public an opportunity to provide comments two times during a meeting, once in the first half and then again in the second half depending on when the topic for discussion fell on the agenda.

4. Consent Agenda

A. Approval of Claims and Warrants L523

A motion was made to approve the Claims and Warrants L523 as presented.

1st – Mark Sturing
2nd – Ramesh Verma

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – September 17, 2014.

A motion was made to approve the Regular Meeting Minutes for September 17, 2014.

1st – Mark Sturing
2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence

A. Letter by Nancy Maxwell, Executive Director of Sweet Dreamzzz, Inc. thanking the Novi Library for the generous donation of 4 Dr. Seuss Books.

Nancy Maxwell thanked the Novi Public Library for providing four (4) Dr. Seuss Books for their *A Night to R.E.M.ember* fundraising auction event to be held on Friday, October 24, 2014.

B. Thank you email from Brian Yopp to Roy Prentice, former chair of Historical Commission, regarding the MotorCities Marker project.

Brian Yopp, Director of Operation & Community Liaison for the MotorCities National Heritage Area thanked Roy Prentice and the Novi Historical Commission for their partnership, installation and dedication to the MotorCities Marker project. He also commended the City on the design of the MotorCities Marker brochure.

6. Presentation

A. Check ceremony by Blair Bowman, Suburban Collection Showplace - \$3,000 donation in honor of Hugh and Kathy Crawford's 50th Wedding Anniversary to go towards the purchase of the "I Love My Country" bronze statue (see photo included in Director's Report).

In celebration of Hugh and Kathy Crawford's 50th Wedding Anniversary, Blair Bowman presented the Crawford's with a donation of \$3,000 from the Michigan State Fair proceeds to be used to assist in the purchase of the "I Love My Country" statue, which is to be installed on the Novi Public Library's patio in late spring 2015. The Library is still accepting donations as \$7,000 of the \$12,000 needed has been raised for its purchase. Mr. Bowman said that he would continue to help even next year as this is a great project.

7. Public Comment

Rochelle Smith, Novi resident and business owner, stated that she appreciated the Novi Public Library and that it is truly making a difference for the community. She stated that she speaks for many residents who use the Library and thanked us for all that we do for the community. The Novi Public Library provides a commitment of excellence.

A Trustee suggested making contact with the Novi homeowners associations to ask that they participate in the statue fundraising. Julie stated that she would include this in her annual letter.

8. Student Representatives Report

The Student Representatives Report is provided on page 12 of the October 15, 2014 Library Board Packet. Highlights include:

- There was a dramatic increase in teen usage of the Library this period.
- Duct Tape Notebooks program had 18 in attendance.
- Teen Space had 967 attendees in 22 sessions for an average of 44 per day. The highest attendance count was on September 11 with 67 students. Thursdays are found to be the highest usage day due to sports and clubs meeting.

Two Teen Advisory Board (TAB) members joined us today, Cindy who is a sophomore at the Novi High School and Secretary of the TAB, and Yong who is a junior at Novi High School and Vice President of TAB. They commented on upcoming events scheduled for TAB:

- The first TAB meeting was held in September with an increase in numbers in attendance.
- Cultural Fest in November with the purpose to show the diversity in Novi - one day to learn about dance, food and clothes of the culture.

The next TAB meeting will be held on Friday, October 17, 2014.

Upcoming events/programs:

- October 11 and 18 – Kaplan ACT Test-Taking Seminar
- October 14 – College Planning and Strategies
- October 16 - Manga Club
- October 17 – Pizza Taste-off and TAB meeting
- October 25 – Creepy Cupcakes 101

9. President's Report

A. 2014-2015 Achievement of Goals Update

The Novi Public Library 2014/2015 Goals Quarterly Full Document Update is included in the October 15, 2014 Library Board Packet on pages 13-18. The Goals Monthly Update can be found on pages 19-20.

The Library Trustees convene once a year to strategize and go over the goals and objectives they'd like the director and staff to develop and concentrate

on over the year. There are eight (8) goals. The director and staff then take the goals and develop tactics that are opportunities to achieve. The burden of tracking the achievements fall on the Board. The President asked the Board to review the document and ask questions they don't understand. Under Owner, there are five (5) different acronyms that need to be explained:

- IS – Information Services – reference questions, material selections, programming and instruction.
- SS – Support Services – ordering and processing materials, checking in/out of materials and the delivery of materials.
- AD – Administration – HR, finance, rentals, volunteers, fundraising, marketing.
- IT – Information Technology/Building.
- Board - The Board has the oversight and responsibility.

Included in the Library Board Packet is a full set of Goals which is provided quarterly, and also a monthly update that includes what has been accomplished during that time period. All accomplishments are highlighted in red.

Highlights for the monthly goals are:

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
 - Tactic – Evaluate staffing levels for possible reductions.
 - SS – 47 hours per week (21 hrs. Shelves, 26 hrs. Circulation) left vacant due to staff resignations.
- Goal # 4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
 - Tactic – Publicize and engage the Older Adult community with info about Oakland County service for visually impaired.
 - IS; SS – Identified and photographed limitation to accessibility within the building using the Sitewise guidelines as developed by Henry Ford Hospital and created an excel file to record findings and notes.
 - IS; AD – Quarterly book discussions; AARP Tax Days; Gale Courses.
 - Make a greater number of materials more easily accessible to patrons.
 - SS – Book Club Kits now requestable/holdable to facilitate more book discussion groups.
 - Host music/dance programs by different cultural groups.
 - IS – creating a program on history of Mexican folk dancing styles and costumes.
 - Increase usage of Youth Activity Room for crafts, hands-on event, etc.

- IS - Investigating and planning art classes for elementary age taught by Novi High School Art Club students.
- Investigating holding more after-hours events for all age groups.
 - IS; AD – Investigating after-hours Minecraft program for January and March.
- Upgrade NPL computers from XP to Windows 2010.
 - IT – Upgraded from XP to Windows 7 and from Microsoft Office 2007 to 2010 – completed in 2012. (The tactic was included in the strategic planning document which was to be completed in 2014-15, but was completed ahead of schedule in 2012).
- Improve online public catalog.
 - SS – Working through The Library Network; adopted in late September 2014; new look.
- Increase activities with Novi and other area school districts.
 - IS; AD – Provided tour and database instruction to 63 Novi Meadows Students; met with Novi Schools Instructional Coach to review SRP (Summer Reading Program) stats and plan for School Board presentation.
- Investigate and add new collections/pathfinders based on interests and needs of patrons.
 - IS; SS – Developing a baby/toddler page with literacy info for webpage.

A Trustee questioned if there will be other cultures highlighted other than the Mexican culture. Other cultures will be highlighted, but the Mexican culture was made available first. The Library has hosted and will continue to host Chinese and Indian cooking programs just to name a few.

B. Gary Bernstein, Read-a-Latte Café – providing Café updates and concerns

An invitation was made for the Café owner to come to tonight's Board meeting.

Julie Farkas met with Gary Bernstein, owner of Read-A-Latte Café on October 7, 2014 where he outlined some of the difficulties he and his wife have experienced this past summer. The Library has not received either of the July or August revenue due to their hardships. After speaking with Julie, it was decided that Mr. Bernstein will make the following payments to catch-up on revenue due.

- Three installments of \$186.60 each will be paid in October, November and December totaling \$559.79, which is the July (\$308.79) and August (\$251.00) payments due.
- Mr. Bernstein assured Julie Farkas that he will be on time with the regular monthly revenues.

Ms. Farkas also spoke with Mr. Bernstein regarding improving the customer service and the cleanliness in relation to café employees and the facility which Mr. Bernstein has agreed to improve.

Trustees questioned when the final audit numbers will be provided? Finance staff will be out of the office until October 20, 2014, but typically November is when the final numbers are provided.

10. Treasurer's Report

A. Library Budget 2014-2015

The 2014-2015 Budget dated March 19, 2014 is included in the October 15, 2014 Library Board Packet on pages 21-23.

No quarterly investment report was provided.

Revenue:

The Library is one-fourth of the way in the fiscal year. The revenue is front loaded provided in-house with 97% of budgeted revenue received to date primarily from tax revenues.

Expenses:

On a quarterly basis, each quarter would allow for \$764,000 in quarterly expenses. That being said, our first quarter expensed \$667,000 so we are ahead of plan by approximately \$92,000, which could be attributed to timing issues or the efficiencies of the Library staff and administration or both.

President Margolis stated that implied in the figures provided are retroactive adjustments not disclosed. There are approximately \$10,000 in revenues not recognized and also an additional \$23,000 of added expenses not recognized for a net decrease of \$12,782. After adjustments are made historically it adjusts itself out in the end.

The 268 Library account is an operating account and can be found on pages 25-27 of the October 15, 2014 Library Board Packet.

B. 269 Library Contributed Funds 2014-2015 budget

The 269 account is a contributed fund account with some funds restricted and some not. The Treasurer shows our starting fund at \$1,592,028, but the City shows \$1,590,760 for a difference of \$1,268, which he states will probably work itself out. Without having the quarterly investment report, the error could be a first quarter retroactive adjustment.

Some of the categories are designated, but a majority of the categories are considered undesignated. Of the categories which are deemed restricted

(designated), the funds are used based on the donor's instructions and will not be used without consulting with the benefactors.

A revised 269-Library Contributed Funds 2014-2015 Budget was provided to the Library Board with the revision dated October 15, 2014.

It is anticipated that there will be at fiscal year end June 30, 2015 Revenues of \$56,000; Expenditures of \$30,000, anticipating adding \$26,000 to the fund barring any unexpected gains or losses.

C. Library Financials and Walker Fund

The Financials and Contributed (Walker) Fund Reports ending September 30, 2014 are located on pages 24-30 of the October 15, 2014 Library Board Packet.

11. Director's Report

The Director's Report is provided on pages 31-32 of the October 15, 2014 Library Board Packet. Highlights of the report are:

- The Novi Public Library is on the front cover the 2014-2015 Novi Chamber Business Directory.
- Kathy and Hugh Crawford celebrated their 50th wedding anniversary and in lieu of gifts, they asked that donations be made to the Library to purchase an "I Love My Country" statue which will be placed in the patio gardens at the Library.
- On Saturday, September 20, the City held the Homeowners Association Leadership Breakfast where the Library was represented by staff and Trustee Lesko. The Gale Courses were highlighted. Gale Courses are a free 6-week online course study in various topics.
- Three Novi Meadows 5th grade classes visited the Library for after hour's activities where they learned about various online resources available to them, along with events including pizza and a movie. This is Mr. Cozman's third year chaperoning (84) students, along with the assistance of parents.
- The Café report has already been discussed.
- The Human Resources report will be discussed later in the meeting.

A. Public Services Report and Calendar of Events

The Public Services Report and Calendar of Events are provided by Assistant Director Margi Karp-Opperer and are located on pages 36-39 of the October 15, 2014 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided by Assistant Director Mary Ellen Mulcrone and is located on page 40 of the October 15, 2014 Library Board Packet.

The Library purchased an air curtain which is to be installed in the vestibule of the Library between the two sets of double doors. The air curtain is to assist with preventing cold air entering the lobby of the Library. The total cost is to be under \$8,000; the budgeted amount was \$14,000. The air curtain is to be installed by Ostermann with a sub-contractor to finish. This will take place by the end of October.

A meeting will be held with Rob Hayes from the City of Novi Department of Public Service and Nagle Paving on October 16, 2014 to hopefully resolve the Library parking lot issue. The Library holds a 5-year warranty, but Nagle Paving states that the issues are not covered under the warranty. The City engineers will investigate and see if they are truly covered under warranty.

The three (3) Read Boxes circulated over 1,039 items so far this year. The Read Boxes are located in Lakeshore Park, ITC Park and Rotary Park.

C. Library Usage Statistics – September 30, 2014

The September 2014 statistics are located on pages 41-49 of the October 15, 2014 Library Board Packet. Highlights include:

- There are 107 active learners enrolled in the Gale Courses; three participants completed classes to date.

D. Friends of the Novi Library

The Friends of the Novi Library September 10, 2014 Minutes are located on page 50 of the October 15, 2014 Library Board Packet.

Upcoming Events:

- Vintage Book Sale, Monday, October 20, 2014.
- Cornucopia of Thanks, Friday, October 24, 2014. This gala is to thank those who have supported our Friends and Library, and those who are current members of the Friends.
 - A wine tasting and light refreshments will be served, along with a musical trio. There will be stations throughout the Library highlighting Gale Courses, Local History Room/Historical Commission, Friends membership, and Downloadables.

Trustees commented on the Friends "What We Do" flyer and how nicely it was created. It was suggested that it should be on the Library's website if not already there.

E. Novi Historical Commission

There was no Historical Commission report.

12. Committee Reports

President Margolis relinquished his Chairmanship from all committees he serves on.

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

There was no report provided.

Trustee Lesko volunteered to be a member of the Policy Committee; Trustee Messerknecht was nominated to be Chair of the Policy Committee by President Margolis.

Trustee Lesko inquired if the Financial Plan Policy needed to be reviewed based on current financial practices.

B. HR Committee (Lesko, Verma – chair)

The HR Committee met on October 1, 2014 to discuss the Closure Policy (page 33) and the Employee Benefits Holiday Policy (page 34). A recommendation was made for a couple of changes and better wordsmithing to explain the Closure Policy providing better details.

Holiday Policy – Wordsmithing for a better understanding of the dates– remove Thanksgiving Eve – it is a closure only. A request to remove the wording: *Whenever Christmas Day, New Year's Day or Independence Day falls on a Sunday, the Library will be closed on the Monday after*, was made. These are not paid holidays.

There are no recommendations to omit any of the days, but provide a better understanding of the Policies.

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

There was no report provided.

Trustee Czekaj volunteered to Chair the Finance Committee, which was accepted by President Margolis.

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.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Separation and Selection Policy - still pending conversations with HR attorney

There are no Matters for Board Discussion.

15. Matters for Board Action

A. Election of Vice President for 2014-2015

This Item was removed from the agenda.

B. Approval of Employee Benefits – Holidays Policy

After discussion and wordsmithing by the Human Resources Committee regarding the Holiday and Closure Policy on October 1, 2014, a motion was made to discuss reports found on pages 33 and 34 (of the October 15, 2014 Library Board Packet).

1st – Ramesh Verma

2nd – John Lesko

A better understanding of the Employee Benefits Holiday Policy, and the B2: Closure Policy with better wordsmithing of the Policies was discussed.

The Chair entertained a motion to treat each of these policies separately.

A motion to amend the Holiday Policy by deletion of the same paragraph from this policy and ratification of the change of the dates listed. The paragraph in question is the one stating “Whenever Christmas Day, New Year’s Day or Independence Day falls on a Sunday, the Library will be closed on the Monday after.”

A motion was made to eliminate the paragraph “Whenever Christmas, etc., etc. from the Employee Benefits Holiday Policy and accept the rest as presented.

1st – John Lesko

2nd – Mark Sturing

The administration agrees that the statement “Whenever Christmas Day, New Year’s Day or Independence Day falls on a Sunday, the Library will be closed the Monday after” be removed from the Holiday Policy. This statement is to remain on the Closure Policy. The employees do not work on the Monday (Library closed), but are only paid for the Holiday listed.

A request to change the Easter Eve Day/Saturday before Easter to Easter Sunday as a paid holiday; change Labor Day Eve/Saturday of Labor Day weekend to Veteran's Day (not closed, but considered a floating holiday) as a paid holiday.

The following approved Employee Benefits Holiday Policy is stated below:

The following days shall be called "Library Holidays" and the Library shall not be open for service:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Veteran's Day (not closed, but considered a floating holiday)
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

An amended motion to approve the revised initial motion to retain ten (10) holidays and delete the first paragraph regarding the subsequent Monday closures as it applies to the Closure Policy.

- 1st – John Lesko
- 2nd – Mark Sturing

The motion was approved unanimously.

C. Approval of B2: Closure Policy

The B2: Closure Policy was amended as stated:

The Library will be closed on the following days:

- New Year's Day
- Saturday before Easter
- Easter Sunday
- Mother's Day
- Sunday of Memorial Day weekend
- Memorial Day
- Father's Day
- Independence Day
- Saturday of Labor Day weekend
- Sunday of Labor Day weekend
- Labor Day
- Thanksgiving Eve (Library closes at 5 p.m.)

Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
Staff Development Day

*Any other day as may be approved by the Library Board from time to time.

Staff Development Day is usually scheduled for the 3rd Friday in August but is subject to change at the discretion of the Library Director.

Whenever Christmas Day, New Year's Day or Independence Day falls on a Sunday, the Library will be closed on the Monday after.

Notice of all closures will be posted in the Library and on the web site.

A motion was made to accept the B2: Closure Policy as amended.

1st – John Lesko
2nd – Ramesh Verma

The motion was passed unanimously.

16. Adjourn

A motion was made to adjourn the meeting at 8:26 p.m.

1st – Ramesh Verma
2nd – Larry Czekaj

The motion was passed unanimously.



November 19, 2014

Ramesh Verma, Secretary

Date