



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 28, 2019**

1. Call to Order

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 Tara Michener, President, at 7:00 p.m.

1. A. Matters for Board Action – Bylaws of the City of Novi Library Board – Approve the 3 minutes time limit for public comment.

This item was moved to be discussed and approved under Item 2A.

2. Roll Call by Secretary, Bill Lawler

Library Board

Tara Michener, President

Melissa Agosta, Treasurer

Bill Lawler, Secretary

Kat Dooley, Board Member

Craig Messerknecht, Board Member

Geoffrey Wood, Board Member

Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (departed at 7:16pm)

Tarun Tangirala, Student Representative (departed at 7:16pm)

Library Staff

Julie Farkas, Director

Marcia Dominick, Administrative Assistant

2A. Matters for Board Action – Bylaws of the City of Novi Library Board – Approve the 3-minute time limit for public comment.

A motion was made to approve the Bylaws of the City of Novi Library Board in the Public Comment section from 5 minutes to 3 minutes.

1st- Melissa Agosta

2nd – Kat Dooley

The motion passed unanimously.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the overview of the Agenda as presented.

1st—Kat Dooley

2nd—Torry Yu

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes – February 28, 2019

A motion was made to approve the Regular Meeting Minutes of February 28, 2019.

1st – Melissa Agosta

2nd – Kat Dooley

The motion passed unanimously.

B. Approval of Claims and Warrants 576

A motion was made to approve the Claims and Warrant 576.

1st – Melissa Agosta

2nd – Geoffrey Wood

The motion passed unanimously.

6. Correspondence

A. Thank you letter from Bob Steeh, Novi Youth Assistance re: sponsorship

A thank you letter was received recognizing the Novi Public Library on their donation to the Novi Youth Assistance Bowl-A-Thon.

B. Email from Harry Williams, resident re: LED parking lot lights

Mr. Williams commented on the response received by Director Farkas regarding his inquiry of the lighting in the parking lot and its resolve.

C. Thank you email from Kathy Mutch re: Kaleidoscope program

A thank you was received from Kathy Mutch regarding the room set-up for the March Kaleidoscope program and how appreciative she was.

7. Presentation/Special Guest

A. Recognition of the 2019 Battle of the Books 1st Place Winning Team by President Michener

- **Let's B.A.T.T.E.(Be A Team To Lead Everyone): Rubi Galvan Hernandez, Sri Akshara Kanuparthi, Monika Krishnavanshi, Sonika Krishnavanshi, Sanjana Ramesh, Sree Hasini Teegala**

President Michener introduced each of the first place winners of the 2019 Battle of the Books and their leaders and congratulated them on their win.

8. Public Comment

There was no public comment.

9. Student Representatives Report

The Student Representative Report from February is in the March 2019 Board packet and can be found on pages 22-23.

A. 2019 Battle of the Books participants

Photos and information on this year's participants can be found on pages 24-31 of the March Library Board packet.

B. Creating a Teen Collection featuring Teen Librarian, Lindsay Gojcaj.

Teen Librarian, Lindsay Gojcaj, participated in the writing of "Creating a Tween Collection, A Practical Guide for Librarians" written by Karen M. Smith, in Appendix F: Tween Collection Case

Study: Novi Public Library. Appendix F can be found on pages 32-33 of the March Library Board packet.

10. President's Report (Tara Michener)

A. 2018-2019 Library Goals

The Library Goals can be found on page 36 on the March Library Board packet.

B. 2018-2019 Goal Update (July, October, January, April)

There are no updates to report.

A Trustee inquired if the Lending Library is weather resistant as it is planned to be located outside. Director Farkas stated that it can withstand the weather. She also informed the Board that the Planning Commission is going out for bids on Tuesday, April 2, 2019 for the project.

11. Treasurer's Report (Melissa Agosta)

Trustee Agosta provided a printed summary of the Treasurer's Report.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Library Fund 268 Budget can be found on pages 37-39 of the March 28, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 40 of the March 28, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 budget calls for revenue of \$39,500.00 and expenditures of \$164,700.00 consuming \$125,200 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report ending February 28, 2019

The Library Fund 268 Expenditure and Revenue Report can be found on pages 41-44 of the March 28, 2019 Board packet.

- Revenue ending February 28, 2019 was \$3,023,539.
- Expenditures ending February 28, 2019 was \$1,808,634.

D. Contributed Fund 269 Expenditure & Revenue Report ending February 28, 2019

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 45 of the March 28, 2019 Library Board packet.

- Revenue ending February 28, 2019 was \$54,048.
- Expenditures ending February 28, 2019 was \$76,311.

E. Balance Sheets for Fund 268 and 269 as of February 28, 2019

The Balance Sheet for Funds 268 and 269 can be found on pages 46 and 47 of the March 28, 2019 Board packet.

- Ending Fund Balance for Fund 268 as of February 28, 2019 was \$3,113,004.87.
- Ending Fund Balance for Fund 269 as of February 28, 2019 was \$1,685,164.51.

12. Director's Report

The Director's Report can be found on pages 48-69 of the March 28, 2019 Library Board packet.

Staff members celebrating anniversaries in April are:

- Robin Dircks – Support Services Shelver – 6 years
- Sandra Lim - Support Services Supervisor – 5 years
- Jennifer Mientkiewicz – Support Services Shelver – 5 years
- Kayla Parsh – Support Services Clerk – 2 years

Director Farkas announced that the Novi Public Library has been awarded the Excellent QSAC award! Of the 400 libraries in the State of Michigan, the Novi Public Library is the only library who has received this highest

honor. A special thank you was given to Jessica Schenk, Librarian, who compiled all the paperwork and data necessary to be submitted for this award.

- On page 49 indicates the glitches still existing in the CARL system.
- On page 50 shows the Lakeshore Park Design submitted to the Planning Commission on March 28, 2019.
- On page 51 the Library announced the Food for Fines, Food for Thought program scheduled to be held April 7-13, 2019, during National Library Week. The program allows for each \$1 owed in fines, patrons can bring in a nonperishable food item as a means to forgive their fines.

A. Information Technology Report

The Information Technology Report, provided by Barbara Rutkowski, can be found on pages 52-53 of the March 28, 2019 Library Board packet.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on page 54 of the March 28, 2019 Library Board packet.

C. Information Service Report

The Information Service Report is found on pages 54-58, prepared by April Stevenson. Our own Shannon O'Leary, International Services Librarian, was highlighted in the Senpai Success Story. Shannon wrote how her love of manga, anime and Japan as a youth, became her career. Her story can be found on pages 57-58 of the March 28, 2019 Library Board packet.

D. Support Service Report

The Support Services report is found on page 59, prepared by Maryann Zurmuehlen.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 60-68. At this time, 45% of checkouts occur on the self-check stations, but not taken into consideration, are the number of MelCat holds that can't be checked out at these stations and have to be taken to the main circulation desk to be completed by a staff member.

F. Friends of the Novi Library

N/A

G. Novi Historical Commission

N/A

Bits and Pieces from TLN director, Jim Pletz, is located on page 69.

A Trustee inquired if we were going to celebrate with the community our Excellent Award. Julie Farkas stated that she was considering having an open house of the new MakerSpace room on our 9th anniversary, June 1, and incorporating our award celebration at the same time highlighting both.

13. Committee Reports

A. Policy Committee: Review current public policies for the Library

(Michener-Chair, Dooley)

- Board approved revised policy manual on June 22, 2017
- President Michener met with members and is reviewing policies.

B. HR Committee: HR Policies, Director Review, Salary Study

(Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- March 28, 2019: Recommendation for Slate of Officers 2019-2020
 - President, Vice President, Treasurer and Secretary

Nominations for officers were made and the following Trustees are vying for positions:

- Tara Michener – President
- Melissa Agosta – President
- Kat Dooley – Vice President
- Kat Dooley – Secretary
- Craig Messerknecht – will fill in where necessary

There were no nominees for Treasurer.

Voting is to take place at the April Library Board meeting. Bill Lawler will create a ballot for voting.

The HR Committee met in March and another is planned to be held in April.

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Agosta – Chair, Messerknecht, Lawler)

- Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.)
- As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaw, etc.
- As of February 20, 2019: No update from Attorney at this time
- As of March 19, 2019: No update from Attorney at this time
- March 28, 2019: Meeting scheduled at 2pm with John Chratska from EveryLibrary.org to discuss options for future library funding. The meeting took place to discuss funding opportunities.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea
 - March is Reading Month at Deerfield Elementary – Tara Michener
 - Thank you to Maryann Zurmuehlen, Support Services Department Head, for putting together all the library cards for this project.
 - March 13: NLA Trustee Workshop – All Members Attended
 - A great deal of information was shared by all the library attendees. Thank you to Julie Farkas for putting this together.
 - March 16: Battle of the Books – Michener, Yu

Instead of ordering Trustee polo shirts this year, the Board plans on wearing their Summer Reading t-shirts they ordered.

E. Strategic Planning Committee: Annual review of current plan

(Wood – Chair, Dooley) Review completed in November 2017.

- Councilmember, Doreen Poupard, has offered to stay involved with the Committee through June 2019 based on her months of knowledge and participation since July 2018.
 - Geoffrey Wood met with Doreen Poupard to review all the data from the feedback sessions from September 2018.
 - On March 27, 2019, there was an engaging discussion with focus group attendees.
 - April Stevenson is gathering all the data and will be putting together a report for the April Board Meeting.

F. Building/Landscape Committee: Entrance Project, LED conversion project, Building assessment

(Messerknecht – Chair, Lawler, Yu, Wood)

- As of March 18, 2019: Director and Messerknecht met with attorney to review 2nd draft of the café lease. Lawler provided written comments. Attorney is working on a revision to be sent to the NCSD by Friday, March 22nd.
 - The second draft was shared with the Schools.
 - Moving along with the exit of the present lessee.
- LED project work is completed. Waiting on final billing and a credit for lights that were not received.
- As of March 12, 2019 – Lakeshore Lending Library: Rob Petty, CIO – City of Novi reports the Lakeshore Project will be taken to Planning Commission on March 27th. The bid is tracking to go out the first week of April. See landscape drawing included in packet.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- Need approval for amendment to reflect the 3-minute time limit for public comment during Library Board meetings.
 - The 3-minute time limit was approved in Item **2A – Items for Board Action.**

14. Public Comment

There was no public comment

15. Matters for Board Action

- A.** Matters for Board Action was addressed and approved in Item **2A. Approve the 3-minute time limit for public comment.**

16. Adjourn

A motion was made to adjourn at 7:49 p.m.

1st— Craig Messerknecht

2nd—Geoffrey Wood

The motion passed unanimously.



April 25, 2019

Bill Lawler, Secretary

Date