



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
May 20, 2015**

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

**Library Board**

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

**Student Representatives**

Ruchira Ankireddygari (Excused at 7:21)  
Ziyang Huang (Excused at 7:21)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

**Guest(s)**

Brian T. Coburn, P.E. Engineering Senior Manager City of Novi

The meeting was held at the Novi Civic Center, Council Chambers, 48175 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 item 9C of the President's Report that the date "Mary 18<sup>th</sup>" should be "May 18<sup>th</sup>".

Trustee Sturing informed the Board of a change to the Welcome Desk Schedule in item 9C of the President's Report. Trustee Messerknecht and Trustee Sturing will be switching the dates that they work on June 8<sup>th</sup> and July 6<sup>th</sup>.

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

1<sup>st</sup> – John Lesko

2<sup>nd</sup> – Paul Funk

The motion was approved unanimously.

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

##### **A. Approval of Claims and Warrants L530**

Trustee Lesko questioned dates 6/1/15-5/31/16 in the Mango Languages warrant on page 3 of the Library Board packet. Director Farkas explained that it is an annual subscription and must be paid in advanced. It is not billed on a monthly basis.

##### **B. Approval of Regular Meeting Minutes – April 15, 2015**

A motion was made to approve the Consent Agenda as presented.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

#### **5. Correspondence**

##### **A. Email from Rachele Smith Regarding Students for Success event on April 28, 2015.**

##### **B. Email from Peggy Hare regarding Students for Success event on April 28, 2015.**

Both items of correspondence praised Ms. Farkas, Dr. Ratey and Dr. Matthews for the informative book presentation on April 28, 2015.

#### **6. Presentation/Special Guest: Brian T. Coburn**

##### **A. Novi Library Parking Lot Update**

- Mr. Coburn explained the Asset Management Program started in 2009 by the City to look at the pavements in Novi and to find ways to be proactive verses reactive when it comes to pavement issues. They discovered it is more cost effective to do regular small-scale maintenance instead of waiting until the roads fall apart. Doing so extends the life of the roads and parking lots.
- If maintained properly, pavements should last 20 years. Crack sealing should be done every 2-3 years. Crack sealing, crack repairs and surface seal should be done every 6-9 years. And every 20-25 years the

pavement should be sealed, milled and overlaid which will give another 15 years of use.

- Overall, the Novi Library parking lot is in good shape. Some cracking has occurred but it is not a costly repair. Sealing costs about \$3,000.00 every two to three years. Seal coating the parking lot as well as repairing cracks costs around \$50,000.00 but would only be done every 6-9 years.
- Trustee Verma expressed concern about the larger cracks in the parking lot. Ms. Farkas assured him that those under warranty were in the process of being repaired and that the contractor was even going to fix a few of the age-related cracks.

## **7. Public Comment**

There was no public comment.

## **8. Student Representatives Report**

The Student Representative Report can be found on page 12 of the Library Board Packet.

New TAB officers were announced for 2015-2016 calendar year. The new officers are:

- Yong Huang, President
- Cindy Huang, Vice President
- Sarah Jacob, Secretary
- Youna Lee, Activities Director

Ms. Farkas informed the Library Board that Cindy Huang would be replacing Ziyang Huang as the new Student Representative.

## **9. President's Report**

### **A. Goals Update – May 2015**

The Goals can be found on pages 14-20 of the Library Board packet.

- At the time of the Library Board meeting Mr. Bernstein had paid half of his March payment and none of his April payment. He is now current on what he owed from the summer of 2014.
- Ms. Farkas explained that it is too time consuming to commit to servicing passports and dog licenses. She said the library would continue to investigate opportunities to cross-train with some City of Novi services.
- Trustee Lesko inquired about Thermal Leak Detectors. Ms. Farkas explained they are devices that could be checked out of the library with the purpose of measuring the energy output in homes. These devices are currently on the Friend's wish list and are not budgeted items.
- Trustee Verma inquired about Home Owners Associations. Ms. Farkas said there are many HOA's that utilize the free presentations offered by the Novi Library managerial staff.

**B. Library Director's Annual Review—Scheduled for June 17, 2015 (Executive Session)**

- Trustee Verma will be sending questionnaires to the Board Members that they can fill out and return to him before the Executive Session on June 17, 2015.

**C. Welcome Desk Schedule**

May 18 <sup>th</sup>	Paul Funk
<b>May 25<sup>th</sup></b>	<b>Closed for Memorial Day</b>
June 1 <sup>st</sup>	Tara Michener
June 8 <sup>th</sup>	Craig Messerknecht
June 15 <sup>th</sup>	John Lesko
June 22 <sup>nd</sup>	Ramesh Verma
July 6 <sup>th</sup>	Mark Sturing
July 13 <sup>th</sup>	Bill Lawler
July 20 <sup>th</sup>	Paul Funk
July 27 <sup>th</sup>	Tara Michener
August 3 <sup>rd</sup>	Craig Messerknecht
August 10 <sup>th</sup>	John Lesko
August 17 <sup>th</sup>	Ramesh Verma
August 24 <sup>th</sup>	Mark Sturing
August 31 <sup>st</sup>	Bill Lawler
<b>September 7<sup>th</sup></b>	<b>Closed for Labor Day</b>
September 14 <sup>th</sup>	Paul Funk

**10. Treasurer's Report**

**A. Library Budget 2014-2015.**

The Library Budget for 2014-2015 can be found on pages 21-23 of the May 20, 2015 Library Board Packet.

**B. Library Balance Sheet – as of April 30, 2015**

The Library Balance Sheet can be found on pages 26-27 of the May 20, 2015 Library Board packet.

**C. Library Financials and 269 Contributed Fund – as of April 30, 2015**

The Library Financials and 269 Contributed Fund can be found on pages 26-29 of the May 20, 2015.

- Trustee Messerknecht reported that the month of April showed good fiscal performance. The library had expenditures totaling just over \$200,000.00 for the month of April. The year to date amount of expenditures totals \$2,242,000.00 which is 73% of the annual budgeted expenditures. Considering the library is 83% through the fiscal year, the library is tracking in a favorable direction.

- The year to date revenue for the month of April was up about \$20,000.00. At this time the library is \$45,000.00-\$46,000.00 ahead in revenue than was budgeted.
- Trustee Messerknecht reported that the net revenues and expenditures were \$369,000.00 with only two months remaining in the fiscal year. Until we spend \$369,000, we will not draw down on the fund balance. If the library is able to continue tracking in a favorable direction, the library could use less than \$100,000.00 of the fund balance. The Board had originally approved up to \$490,000.00 to be used so considerably less will be needed.
- Expenditures for permanent and temporary salaries were somewhat lower in the month of April due to staffing adjustments. Trustee Messerknecht said this comes as a result of careful evaluation by the director and her staff to look at ways to be more cost effective with payroll.
- Both computer software expenditures and book expenditures were lower in April.
- Meeting room revenue was up nearly \$3,000.00 for the month of April. When you have lower expenditures and increased revenues, like in April, the library will come in under budget for the month.
- Trustee Lawler inquired about the possibility of state penal finds being taken away from public libraries as a source of revenue. Ms. Farkas explained that it is being discussed in Lansing and that it would be a significant amount of money that could be taken from our library budget. It would be beneficial for Board members and community members to contact their State Representatives.

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

### **A. Overview**

The Director's Report can be found on pages 30-49 of the May 20, 2015 Library Board Packet.

- On page 31 of the Library Board packet, Ms. Farkas mentioned an email from Aaron Staup, Construction Engineering Coordinator for the City of Novi. In it he summarized the maintenance plan for the Novi Library parking lot which Mr. Coburn explained in detail in detail during the presentation.
- Boomer University held April 18, 2015, in part with Oakpointe Church and the City of Novi's Older Adult Services department, was a wonderful event. Ms. Farkas had the opportunity to speak to over 800 people and tell them all the things that they can be taking part in at the Novi Library. Whether it is volunteering, taking a Gale Course, learning a language or attending a program, she shared all the opportunities available. The attendees were pleased to learn Novi Library was a place to get connected.
- Ms. Farkas thanked Trustee Funk, Trustee Michener and Trustee Verma for accompanying her to a strategic planning workshop at Rochester Hills Public Library on April 24, 2015. Ms. Farkas is grateful she has a Library Board that is engaged and interested in supporting the library profession.

- Trustee Michener said it was an amazing event personally and professionally. Many “out-of-the-box” ideas were shared about ways to engage the community and to work with Ms. Farkas.
- Trustee Verma reported it was a good, eye opening experience. He feels good that many of the strategies discussed are already being done at Novi Library.
- Trustee Funk appreciated all the useful information and reference material he received from the workshop.
- Students for Success was a wonderful event. 105 people were in attendance on April 28, 2015. Dr. Ratey, a Harvard professor, was a very engaging speaker. 173 people had read the book at the time of the event and it continues to be checked out. Salem-South Lyon District contacted Ms. Farkas expressing their interest in doing something similar in their community.
- The Neighborhood Library Association promoted libraries at the Michigan Women’s International Show on April 30-May 3, 2015. It was a great platform to promote libraries. The Novi Library had a table at the event and handed out information. Ms. Farkas said it was a good event, but she is uncertain if the library would participate again. It was a four day event and many of the attendees were from out of town. Ms. Farkas suggested having a larger library consortium involved next year which would include communities from further away.

**B. Public Services Report**

The Public Services Report can be found on pages 34-35 of the May 20, 2015 Library Board Packet.

**C. Building Operations Report**

The Building Operations Report is on page 36 of the May 20, 2015 Library Board Packet.

- Assistant Director Mary Ellen Mulcrone is currently working on the Quality Services Audit Checklist. Ms. Farkas said that based on the information generated from these checklists, she would be bringing some of the information to the Library Board for discussion at a later date.
- Ms. Farkas reported that there was a final inspection of the light post that was struck by a car in the parking lot. Both the City of Novi and Great Lakes Power said there was no structural or electrical damage. The only damage was to the cover of the base of the post which would cost less than \$100.00 to repair. Ms. Farkas said that the bill for the repair may be submitted to the driver’s insurance company for reimbursement.

**D. Library Usage Statistics**

The Library Usage Statistics can be found on pages 37-45 of the May 20, 2015 Library Board Packet.

**E. Friends of the Novi Library**

The Friends of the Novi Library Draft Minutes can be found on pages 46-47 of the May 20, 2015 Library Board Packet.

- Discussion of wish list items by Ms. Farkas and the Friends took place at their April 8, 2015 meeting.

**F. Novi Historical Commission**

The Novi Historical Commission report can be found on pages 48-51.

- Their report contains both the February 25, 2015 and March 25, 2015 meeting minutes.
- The Historical Commission's finances are paid through the City of Novi and Ms. Farkas expressed her appreciation for this. The Novi Historical Commission was granted a budget of \$14,000.00 which is \$1,000.00 more than last year. The Commission is investigating an opportunity to purchase the rights to a book by a local author which would bring in additional revenue.

**12. Committee Reports**

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

There was no report provided for the Policy Committee.

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

There was no report provided for the HR Committee.

- Trustee Sturing reminded the Board of the Director's Annual Review on June 17, 2015.

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

There was no report provided for the Finance Committee.

**D. Events/Marketing Committee (Lesko, Sturing – Chair)**

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

**E. Strategic Planning Committee (Messerknecht, Sturing – Chair)**

There was no report provided for the Strategic Planning Committee.

- A Strategic Planning Committee is scheduled on June 2, 2015 at 8:30 a.m.

**F. Building/Landscape Committee (Messerknecht)**

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

**13. Public Comment**

There was no public comment.

**14. Matters for Board Discussion**

There were no matters for Board discussion.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:08 p.m.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

The motion was passed unanimously.



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Ramesh Verma, Secretary

June 17, 2015

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Date