

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 23, 2017**

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

**Library Board**

Craig Messerknecht, President

Tara Michener, Vice President

Melissa Agosta, Treasurer

Ramesh Verma, Secretary

Bill Lawler, Board Member

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

**Student Representatives**

Ravina Joshi (Departed 7:10)

Lahari Vavilala (Departed 7:10)

**Library Staff**

Julie Farkas, Director

Julie Prottengeier, Office Assistant

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 Craig Messerknecht, President, at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A motion was made to approve the agenda for the February 23, 2017 Library Board meeting.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

4. **Consent Agenda**

- A. **Approval of Claims and Warrants L551**
- B. **Approval of Regular Meeting Minutes – January 26, 2017**
- C. **Approval of Library Board Budget Session Minutes-February 4, 2017**

A motion was made to approve the Claims and Warrants L551, the regular meeting minutes for January 26, 2017 and the budget session minutes from February 4, 2017.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

5. **Correspondence**

- A. **Thank you letter from John Kuenzel, President Echo Valley Civic Association**

Mr. Kuenzel thanked Ms. Farkas for the presentation she gave to the residents of the Echo Valley Subdivision in January.

- B. **Thank you letter from Tara Michener, Bowl-A-Thon Chair—Novi Youth Assistance**

Ms. Michener, who also works with Novi Youth Assistance, thanked Ms. Farkas for a lane sponsorship at the Novi Youth Assistance annual bowl-a-thon on March 4, 2017.

6. **Presentation/Special Guest**

There was no presentation.

7. **Public Comment**

There was no public comment.

8. **Student Representatives Report—January 2017**

The Student Representative Report can be found on pages 25-26 of the February 23, 2017 Library Board packet.

- A. **Programs**

- January 12: Getting Mobbed with Minecraft (Attendance: 17)
- January 16: MLK Day Power of Unity Breakfast (Teens in attendance: 62)
- January 17: Maker Tween Club: Choose Your Own Adventure (Attendance:16)
- January 24: Keeping Safe Self-Defense Workshop (Attendance: 72)
- January 25: Chinese New Year Celebration (Attendance: 85)
  - Trustee Lawler commended the students for offering a variety different programs.

- B. **Upcoming Programs:**

- March 1: Dr. Seuss Birthday Celebration
- March 7: Coding Bitsbox/Javascript Workshop
- March 11: Battle of the Books
- March 17: TAB Meeting
- March 28: Maker Tween Club: Robotics Demonstration

- C. **Teen Space:** Teen Space had 494 attendees in January.

9. **President's Report**

- A. **Goals Update Quarterly**

Goals will be discussed quarterly with the next discussion at the March 23, 2017 Library Board meeting.

- B. **Library Director Mid-Year Review**

Ms. Farkas has requested entering into executive session after the conclusion of Matters for Board Action.

## 10. Treasurer's Report

### A. Library Budget Fund 268—2016-2017 Approved

The approved 2016-2017 Fund 268 budget can be found on pages 27-29 of the February 23, 2017 Library Board packet.

- The budget calls for revenue to be \$2,774,726.00 and expenditures to be \$3,035,900.00 consuming \$261,174.00 of the fund balance. Because \$17,500.00 for security camera replacements was rolled over from the 2015-2016 budget, expenditures increased by this amount.

### B. Contributed Fund Budget 269

The budget for fund 269 can be found on page 30 of the February 23, 2017 Library Board packet.

### C. Library Fund 268 Expenditure and Revenue Report (January 31, 2017)

The Fund 268 Expenditure and revenue report can be found on pages 31-33 of the February 23, 2017 Library Board packet.

- Revenue increased \$15,747.00 for the month of January to a total of \$2,731,520.00.
- Expenditures increased \$164,112.00 for the month of January to a total of \$1,490,048.00. 51% of the budgeted expenses have been used and since the Library is through 58% of the fiscal year we are still tracking under budget.
- Trustee Messerknecht noted that some of the numbers in the report were not clearly printed and asked that it is corrected in the next month's report.
- Trustee Messerknecht inquired as to why there was no interest on investments reflected in the January report (268-000.00-664.000). Ms. Farkas explained that due to timing constraints the report had to be pulled earlier than normal. She thinks that the amount hadn't been added to the report at the time she put the packet together.

### D. Contributed Fund 269 Expenditure & Revenue Report (January 31, 2017)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 34 of the February 23, 2017 Library Board packet.

- The year to date total of revenue is \$7,135.85.
- The year to date expenditures are \$7,373.24.

### E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 35-36 of the February 23, 2017 Library Board packet.

- Fund 268 has an ending fund balance of \$2,995,990.11 for the month of January.
- Fund 269 has an ending fund balance of \$1,671,575.23 for the month of January.

- Trustee Agosta gave a summary of the difference between the two accounts. She explained Fund 268 is the general operating fund. The Library receives revenue from taxes, state aid, fines, gifts and donations, the café, and other miscellaneous things. This money goes into fund 268 and is used for operating costs such as, utilities, maintenance, payroll, supplies, books and programs. Fund 269 started with a generous donation from the Walker family. This money is only used for special programs and Library upgrades. A portion of this money will be used for the lending library that will be purchased in the 2017-2018 fiscal year.

## 11. Director's Report

The Director's Report can be found on pages 37-40 of the February 23, 2017 Library Board packet.

- The State Aid report was completed and submitted. Ms. Farkas thanked Marcia Dominick, Administration Assistant, for her work on completing this important report. She is unsure how much will be given to the Library but that the Library will be receiving two checks from the State of Michigan; one in late spring and one in July.
- Ms. Farkas reported back that at last month's Teen club meeting where there was zero attendance, the meeting was to see if there would be an interest in starting a tween book club.
- The café underwent a food inspection and there were only two minor issues that were resolved on the spot.
- Ms. Farkas reported that there are 215 pre-kindergarten children registered for the Raise a Reader in Novi program and 2 children have reached the 1,000 book limit. A party will be held in August. She hopes that with the new preschool, Everbrook Academy opening, will encourage more children to register. The Library will be part of an open house at the academy in March.
- Trustee Michener expressed her pleasure at the Black History Month display. She was impressed with the variety of people that were showcased. Ms. Farkas said that Gail Anderson, Adult Programming Coordinator, was responsible for putting up the impressive display.
- Trustee Lawler inquired about the number of full time staff and their retirement accounts. He asked the difference between defined contribution and defined benefits. Ms. Farkas explained that there are 5 staff members with defined benefit. These retirement plans are a fixed rate. In 2007 the City went with defined contribution. These employees contribute to a 457 account. There are 11 staff members that fall under this category.

### A. Information Technology Report

The Information Technology Report can be found on page 41 of the February 23, 2017 Library Board packet.

### B. Facilities Report

The Facilities Report can be found on page 42 of the February 23, 2017 Library Board packet.

### C. Information Services Report

The Information Services Report can be found on pages 43-44 of the February 23, 2017 Library Board packet.

### D. Library Usage Statistics

N/A

### E. Friends of the Novi Library

N/A

### F. Novi Historical Commission

N/A

## 12. Committee Reports

### A. Policy Committee (Michener- Chair, Poupard): Review current public policies for the Library.

- Library staff continues to look at current policies. Meetings were held on 9/29/16, 11/3/16, and 1/19/17.

- B. **HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary**
  - A decision was made at the February 4, 2017 Budget Session meeting to continue working on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.
- C. **Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.**
  - Ms. Farkas met with the Director of Baldwin Public Library to further understand how they created their Trust/Endowment. The Friends expressed concern about the cost of having an endowment and Ms. Farkas was happy to learn it is not as costly as originally thought.
- D. **Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2017 Gala And outreach events.**
  - Trustee Michener reported that the State of The City is on March 9, 2017.
- E. **Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**
  - Annual review is complete.
- F. **Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**
  - The Library is in the process of creating a bid process with the City of Novi for the LED project which is planned for the early 2017-2018 fiscal year. An amount of \$70,000.00 has been set aside for this project. Trustee Verma expressed his unhappiness at how the budget was set-up. He feels that the lump sum should be broken down into several categories such as materials, design, and contingency. Trustee Messerknecht suggested that once the bids come in, the committee will sit down and go over the budgeted amount in detail.
  - There is an RFP out for a new landscaping service provider.
- G. **Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws.**
  - Annual review is complete.

13. **Public Comment**

There was no public comment.

14. **Matters for Board Action**

- A. **Approve the 2017/2018 268 General Fund Library Budget: Revenue \$2,901,020.00 Expenditures \$3,090,996.00 with a fund balance allocation of \$189,976.00.**

Due to a mathematical error when figuring fund balance usage for 2017/2018, it was discovered that more of the fund balance would need to be used than originally planned. Revenue and expenditures remain unchanged.

A motion was made to approve the 2017/2018 268 general fund Library budget with revenue of \$2,901,020.00 and expenditures of \$3,090,996.00 and a fund balance allocation of \$189,976.00.

1<sup>st</sup>—Craig Messerknecht

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

**B. Approve a not to exceed allocation of \$39,965.00 for the purchase of (1) lending library vending machine and one (1) drop box unit for Contributed fund 269 for 2017/2018.**

A motion was made to approve a not to exceed allocation of \$39,965.00 for the purchase of (1) lending library vending machine and one (1) drop box unit for Contributed fund 269 for 2017/2018.

1<sup>st</sup>—Geoff Wood

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

- Trustee Lawler requested that the following statistics be included each month in the Board packet: Percentage of self-check-out usage, meeting room statistics, and the number of patron visits.

**15. Executive Session**

The Library Board broke into executive session at 7:56 p.m.

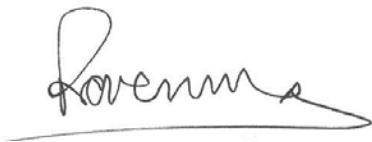
**16. Adjourn**

A motion was made to adjourn the meeting at 8:45 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.



**March 23, 2017**

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Ramesh Verma, Secretary

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Date