



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 20, 2014**

1. Call to Order and Roll Call

Library Board

Willy Mena, President
David Margolis, Vice President
Ramesh Verma, Secretary
John Lesko, Board Member
Craig Messerknecht, Board Member
Mark Sturing, Board Member

Absent and Excused

Larry Czekaj, Treasurer

Student Representatives

Ziyang Huang

Student Representative Absent and Excused

Ruchira Ankireddygari (7:01 p.m. arrival)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Marcia Dominick, Administrative Assistant
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 Willy Mena, 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 August 20, 2014 Agenda as presented.

1st – Craig Messerknecht

2nd – John Lesko

The motion was passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L521

Trustee Margolis requested that the Claims and Warrants indicate the month with which the invoices will be deducted.

A motion was made to approve the Claims and Warrants L521 as presented.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – July 16, 2014.

As a courtesy, it was requested that when providing the Treasurer's Report in the absence of the Treasurer, remarks provided should be noted.

A motion was made to approve the Regular Meeting Minutes for July 16, 2014.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

5. Correspondence

A. Email Correspondence by Lika and Sanjay Gupta, Novi Residents – Sunday, July 27, 2014

A reception was held in the Teen Stop to showcase the artwork on display provided by Novi High School students. The parents of Neal Gupta thanked the staff for displaying his artwork and provided a photo of the event. Meadowbrook Art Center created the frames for the artwork, which will be used for years to come.

6. Presentation

A. Check presentation by Community Financial and Walmart to the Chamber Music Society of Detroit in partnership with the Novi Public Library for the 2014-2015 Listen @ the Library music series.

Natalie McLaughlin, a representative of the Community Financial Credit Union, presented Steve Wogaman, President of the Chamber Music Society of Detroit with a check in the amount of \$1,500 for the 2014-2015 Listen @ the Library music series.

Walmart is another new sponsor this year and has donated to the Listen @ the Library. The Friends of the Novi Library will again this year generously sponsor the Listen @ the Library Music Series.

The library is delighted to partner with these great institutions to provide enrichment within our community.

B. Recognition of Library staff for Excellent Customer Service: Mary Robinson, Mei Shih and Margi Karp-Opperer

Each year, the Library staff recognizes their peers who they feel excel in providing the utmost in customer service at the Library. This year we are recognizing Margi Karp-Opperer, Mei Shih and Mary Robinson.

C. Recognition of Library staff for Above and Beyond Performance: Elizabeth Kopko and Tia Marie Sanders

In recognition for staff that continuously goes above and beyond in their performance, Elizabeth Kopko and Tia Marie Sanders were chosen.

Each of those recognized as Library Stars or for going Above and Beyond in their daily jobs at the Library were given a certificate and will be taken out for dinner. A plaque was created listing their names and will be displayed in the Library. We are fortunate to have them on our staff.

7. Public Comment

There was no public comment.

8. President's Report

A. 2014-2015 Library Board Goals

Information is still being compiled by the Library staff and should be available for the September 2014 Library Board meeting.

9. Treasurer's Report

A. Library Budget 2014-2015

The 2014-2015 Budget dated March 19, 2014 is included in the August 20, 2014 Library Board Packet on pages 15-17.

B. Library Financials and Walker Fund

The Financials and Contributed (Walker) Fund Reports ending July 31, 2014 are located on pages 18-23 of the August 20, 2014 Library Board Packet.

Trustee Margolis was asked to present the Treasurer's Report in the absence of Treasurer Czekaj.

This year's budget is at \$2,566,200. Also provided is the projected 2015-16 fiscal year budget. One of the goals that are being acted on is to reduce the budget deficit consumption in the 2015-2016 fiscal year projected budget.

The fiscal year financial statement for the fiscal year ending June 30, 2014 is still being finalized and until the final audit is completed, our final figures are not available. There may be more expenditures to come from this budget year.

Looking ahead to this fiscal year, July 1 the property tax revenues were credited in full for the year and you only have one month's worth of expenditures. The Library was credited with Tax Revenues in the amount of \$2,371,577 and budgeted for \$2,309,000. If we can hold on for the next 11 months and not decline by over \$62,000, we will at least hit our budget amount.

In the line 658.000 – State Penal Fines, we budgeted \$73,000 but received \$83,205, so we were credited with an additional \$10,000.

Expenditures: If you take the entire annual expenditures approved at \$3,056,200 and divide that equally for the next twelve months, you would expect to expend \$255,000 a month or 8.35% of the budget each month.

Materials and Supplies: Electronic Resources 745.300 – \$33,000 or 55.29% has been spent. Database services and contracts are paid the first of the fiscal year.

Pension, Defined Benefit and Defined Contribution. Shows a \$590 monthly expenditure – an error in classifying a retiree. It is now properly categorized. The Board made an advanced premium a few years ago and is now fully funded in the Defined Benefit Contribution except for this new revelation that the Board was not aware of.

Balance Sheet: Total Liabilities and Fund Balance 268 = \$4,257,281 as of July 31, 2014.

The Library Contributed Fund 269: Ending Balance 269 = \$1,588,744 as of July 31, 2014.

The year is not closed at this time.

Retiree Health Care Benefits – 268-000.00-718.500. Julie Farkas advised this was a mistake as the Library does not have retiree health care. The City Finance Department will remove this from our records.

A memo submitted by Sabrina Lilla, Senior Financial Analyst for the City of Novi regarding the Defined Benefit Pension Plan dated August 20, 2014, was provided to the Library Board. It explains the Municipal Employees' Retirement System of Michigan (MERS), which the City of Novi/Novi Public Library's full time employees participate in. It states that Library employees fall under a Division 12 status, where a former Library employee was indicated and paid from a Division 1 category making the Library liable for the shortage as it was not budgeted for. Library Trustees stated that this arrangement was unacceptable and instructed Director Julie Farkas to investigate this arrangement further as this was a new revelation.

C. Library Café Revenue Report – due 15th of the month

1. There was no report provided as the funds were not received by the time of this meeting. Payments for June or July 2014 have not been received so the Library cannot close out its books for the 2013-14 fiscal year.
2. Food Service Establishment Inspection Report – July 15, 2014 is located on pages 24-25 of the August 20, 2014 Library Board packet with no major issues indicated. Inspection of the Café is completed 2-3 times per year by the Oakland County Health Division – Department of the Health & Human Services.

10. Director's Report

The Director's Report is provided on pages 26-38 of the August 20, 2014 Library Board Packet. Highlights of the report are:

- On Friday, August 15, 2014, the HR Committee met with Director Farkas to discuss the upcoming increase to the minimum wage. The increase is to take effect on Monday, September 1, 2014. The employees affected by the increase have been advised. The minimum hourly wage rate will continue to increase until January 1, 2018 for a final rate of \$9.25.
- A retirement incentive package with options is being discussed and will be presented to the Board in the next few months.
- The Directors Out and About in the Community and Library Profession are listed on page 28 of the August 20, 2014 Library Board Packet.
- An inside glass panel located on the second floor broke, but didn't shatter. The area was secured and the glass was removed. Quotes are being gathered and replacement should be in the next few weeks.
- Trustee Verma and his wife, Margi Karp-Opperer and her husband, and Director Farkas were invited to attend a dinner at the home of Consul General Dr. Katayama and his wife. It was a lovely affair.

A. Art Exhibit Policy (2nd draft)

The second draft of the Art Exhibit Policy is located on pages 29-30 of the August 20, 2014 Library Board Packet. This policy mirrors the City of Novi's Art Exhibit Policy. Art hangers were installed in the Teen Stop and in the Quiet Reading Room. This Policy falls under the Section 16. Matters for Board Action and will be discussed and voted on there.

B. Library Closings for 2015 (1st Draft)

This item falls under Section 15. Matters for Board Discussion.

C. Selection and Separation Policy (1st Draft)

This item falls under Section 15. Matters for Board Discussion.

D. Memo to City Council regarding 2014 Summer Reading Program

The memo is located on pages 35-38 of the August 20, 2014 Library Board Packet.

E. Public Services Report

The Public Services Report is provided by Margi Karp-Opperer and is located on pages 39-40 of the August 20, 2014 Library Board Packet.

F. Building Operations Report

The Building Operations Report is provided by Mary Ellen Mulcrone and is located on page 41 of the August 20, 2014 Library Board Packet.

On Thursday, August 21, 2014, Trustee Verma will join Keith Perfect, Facilities Assistant, and Mary Ellen Mulcrone on a visit to observe an air curtain in action to see if it would be suitable for the entrance to the Library.

Trustee Margolis commented on the umbrella bags located at the entrance for patrons to use during inclement weather. Mary Ellen stated that it was Barb Rutkowski's suggestion.

G. Library Usage Statistics – July 2014

The July 2014 statistics are located on pages 42-50 of the August 20, 2014 Library Board Packet. Highlights include:

- 457 Library cards issued
- 81,433 items checked out
- 63.09% of all items checked out were completed on self – checkout stations
- 41,988 patrons visited the Library during the month. This number is up compared to the previous year, but we are now open longer and on Sundays.
- Computer log-ins increased this month compared the same time last year.
- Early Literacy workstation usage 1,132
- Technology Sessions – 19 with 30 participants
- Check-outs Freegal – 2070; Overdrive – 4394; Zinio – 752
- Charging Station Usage – 10
- Meeting Room Rentals – 44 rentals
- Library App Visits – 29,227

H. Historical Commission Report – Motorcities Marker Unveiling, September 5, 2014

On Friday, September 5, 2014, the Historical Commission will unveil the Motorcities Marker program. There were six (6) markers placed throughout the City of Novi highlighting historical sites or items of importance. They are:

- The Shores of Walled Lake, The Walled Lake Casino, and the Walled Lake Amusement Park

- Michigan State University Tollgate Farm
- Grand River Avenue – Main Street
- Novi Corners – Grand River Avenue and Novi Road
- The Train Station and the Grand River Bridge
- The Novi Special race car (on display at the Novi Public Library)

A thank you went to the City's Department of Public Services for installing all the markers.

Trustee Margolis would like to provide some input for alternate suggestions to be shared at the traffic study. It was suggested that he send his suggestions to Julie Farkas and Mary Ellen Mulcrone to share with the committee.

I. Friends of the Novi Library – Novi News Article for Immediate Release

The Friends of the Novi Library awarded two Novi teens, Tanya Madhani and Jiaying (Kaei) Li each with a \$500 stipend for their summer internship at the Library during the Summer Reading Program. We are very grateful to the Friends for their generosity.

12. Student Representatives Report

The Student Representatives Report is provided on page 53 of the August 20, 2014 Library Board Packet. Highlights include:

- Programs:
 - The July Summer programs held approximately 50 attendees at each event.
 - On July 1st the showing of "The Sandlot" held 50 guests.
 - On July 8th, 54 children attended the Art Book Making Craft.
 - The Ann Arbor Hands-On-Museum Summer Science Festival was held on July 15 and was a hit with 65 attendees.
 - A Uno Tournament was held on July 22.
 - Zombies Among Us was a hit with 46 kids involved.
 - There were 102 teen volunteers assisting in July for the Summer Reading Program.
 - The finale of the Summer Reading Program was held at Paradise Park in Novi– thank you!!
- Upcoming Programs:
 - August 28 – Spelling Bee

13. Committee Reports

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

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

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

There was no report provided.

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.

14. Public Comment

There was no public comment.

15. Matters for Board Discussion

A. Art Exhibit Policy (2nd draft)

The Art Exhibit Policy is up for discussion and approval under Section 16. Matters for Board Action.

B. Library Closings for 2015 (1st draft)

The dates listed are being offered for consideration only, and no vote is required at this meeting. Requested dates:

- o Saturday, May 23. The Library is already closed on Sunday, May 24 for Memorial Day. There is very low traffic on this day. The Saturday date would be an annual change.
- o Friday, August 21. A request to change the date of the annual staff in-service moving forward. August is a slower time as this is after the conclusion of the Summer Reading Program and students are not back in school at this time. The Library would no longer be closed the third Friday in November.
- o Saturday, December 26 and Sunday, December 27. The Library will already be closed December 24 and December 25 for the holiday. This is a quiet time during winter break. The New Year's weekend is not included. This is a one-time request.

Discussion regarding staff compensation was addressed as these would be considered closed dates (except for the staff in-service).

Julie Farkas is to bring Library usage for the dates mentioned to the September Board meeting.

C. Selection and Separation Policy (1st draft)

The first draft of the Selection and Separation Policy was introduced, which mirrors the City's adopted policy. This new proposed policy addresses postings and the length of time they must be posted, job descriptions, separation, the director and managers involvement, forms – a means of checks and balances.

Trustee Sturing questioned if this proposed policy is consistent with our present policy – at will? He stated that we presently have a policy that was worked on by a former Trustee and that it addresses these issues. This could be a guideline, not a policy as it is not consistent with our present policy.

Trustee Mena mentioned the upcoming Tastefest sponsored by the Novi Community Schools on Thursday, August 28, 2014.

Director Farkas stated that the financial document she is working on regarding the Library Contributed Fund 269, 2014-15 fiscal year budget is not in the packet as she is looking for feedback before bringing it back. Trustee Margolis provided helpful suggestions in preparing the Contributed Fund 269 budget. It was suggested the Finance Committee meet to discuss this budget prior to the September Board Meeting.

16. Matters for Board Action

A. Approve Art Exhibit Policy (2nd draft)

The Art Exhibit Policy provides guidelines for artists to display their artwork in the library. The Quiet Study room and the Teen Space (for teens from area high schools to display their works) are the two locations where they will be on display on the art hanging system provided by the Friends of the Library. Artists will also be able to display their works in the second floor display case for those items that cannot be hung.

A motion was made to adopt the Novi Art Exhibit Policy as presented.

1st – David Margolis
2nd – Craig Messerknecht

The motion was passed unanimously.

17. Executive Session – Continuation for Library Director's Annual Evaluation

The Executive Session was continued at the closing of this Regular Library Board Meeting.

18. Adjourn

A motion was made to adjourn the meeting at 8:34 p.m. to enter into Executive Session.

A motion was made to adjourn the Executive Session at 8:57 p.m.

1st – Ramesh Verma
2nd – Willy Mena

The motion was passed unanimously.



September 17, 2014

Ramesh Verma, Secretary

Date