

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 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 (Absent and excused)
Doreen Poupard, Board Member
Geoffrey Wood, Board Member

Student Representatives

Ravenna Joshi, Student Representative (Departed 7:08)
Lahari Vavilala, Student Representative (Departed 7:08)

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.

Trustee Messerknecht reported that Trustee Michener would be leaving at 8:00 p.m. if the meeting was not adjourned at that time.

3. Approval and Overview of Agenda

- Trustee Messerknecht noted two errors on the Agenda that needed correcting. Item **5A. Approval of Claims and Warrants L549** should be changed to **Warrant L552**. Item **13E. Strategic Planning Committee: Annual Review of Current Plan** was completed in November 2016, not 2017 as written in the Agenda.
- Ms. Farkas requested two additions to the Agenda. First, Ms. Farkas asked that an additional item be added to the President's report that allowed for the discussion of the election of officers in April. Second, Ms. Farkas noted that discussion about the LED project in **10F. Building and Landscaping Committee** may lead to Matters for Board Action.

- Trustee Agosta asked about changes to item **7. Presentation/Special Guest** and Ms. Farkas reported that Ms. Schenk was unable to attend the meeting.

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

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

- Trustee Agosta inquired about \$1,900.00 from account 268-000.00-941.000 B&B Landscaping on page 5 of Warrant L552. Ms. Farkas explained that B&B was the old landscaping company and the money was the final payout for past services.

4. Consent Agenda

A. Approval of Claims and Warrants L552

A motion was made to approve the Claims and Warrants LL52.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

B. Approval of Regular Meeting Minutes –February 23, 2017

A motion was made to approve the regular meeting minutes from February 23, 2017.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

A. Introductions of new full time librarian Jessie Schenk

Ms. Schenk was unable to attend the meeting.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 12-15 of the March 23, 2017 Library Board packet.

A. Programs

2/07/17: Tween Chocolate Party (Attendance=27)

2/14/17: Teen Chocolate Party (Attendance=50)

2/21/17: Maker Tween Club (Attendance=25)

B. Upcoming Programs

4/04/17: Miniature Golf in the Library

4/05/17: Gordon Russ Magic Show

4/06/17: Movie Matinee

4/11/17: Teen Volunteer Appreciation Event

4/18/17: Maker Tween Club—Chain Reaction

4/21/17: TAB meeting

4/24/17: Teen Volunteer Orientation Summer Reading Program

4/26/17: Teen Volunteer Orientation Summer Reading Program

C. TAB Update

At the TAB meeting on February 17, 2017 the student representatives for the Library Board were introduced. The members discussed fall programming ideas for the months September through December, 2017. TAB members then went to the Teen Stop to pick out their favorite book and craft a book mark about the book. The book marks were then put on display through the month of March which is National Reading month.

D. Teen Space 571 attendees for the month of February. There was no Teen Space on February 20-22, 2017.

9. President's Report

A. Goals Update (April, July, October, January)

Ms. Farkas explained that the Goals document will be included in the April, July, October and January Library Board packets.

B. Library Board Goal Setting Session

The Goal Setting Session will be held on Saturday, May 6, 2017 from 10:00-12:00 in the Board Room at the Novi Library.

- Trustee Poupard asked if the Board would be receiving any information prior to the meeting. Ms. Farkas explained that they would not, but if there was anything the Board members would like discussed they are welcome to let her know.

C. Election of Officers

Trustee Verma volunteered to create the slate of officers for the next fiscal year Library Board. He recommends candidates email him if they are interested in a Board position. He will present the slate at the April 27, 2017 Library Board meeting. Trustee Michener offered her assistance also.

10. Treasurer's Report

Trustee Messerknecht noted that changing the Library Board meeting date from the third Wednesday of the month to the fourth Thursday of the month has helped the accuracy of the financial numbers in the Treasurer's Report.

A. Library Budget Fund 268—2016-2017

The approved 2016-2017 Fund 268 budget can be found on pages 16-18 of the March 23, 2017 Library Board packet.

- Total revenue is budgeted to be \$2,774,726.00, and total expenditures are expected to be \$3,035,900.00 consuming \$261,174.00 of the fund balance.

B. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 19 of the March 23, 2017 Library Board packet.

C. Library Fund 268 Revenue and Expenditure Report (February 28, 2017)

The Fund 268 Expenditure and Revenue Report can be found on pages 20-23 of the March 23, 2017 Library Board packet.

- Revenue year-to-date is \$2,749,905.00 which is an increase of \$18,385.00 in the month of February.
- The year-to-date expenditures total \$1,731,627.00 which is an increase of \$241,579.00 in the month of February. Trustee Agosta explained that the Library is through 8 months of its fiscal year with a remaining budget for expenditures of \$1,304,272.00. Since expenditures total around \$250,000.00 per month, based on these numbers little to no fund balance usage should be required.

D. Contributed Fund 269 Expenditure & Revenue Report (February 28, 2017)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 24 of the March 23, 2017 Library Board packet.

- The year-to-date revenue for Fund 269 is \$11,366.15 and the year-to-date expenditures are \$7,625.71.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 25-26 of the March 23, 2017 Library Board packet.

- Fund 268 has an ending fund balance in February of \$2,772,795.76.
- Fund 269 has an ending fund balance in February of \$1,675,553.56.

- Ms. Farkas reported that she is working with the City of Novi on a 2017-2018 Fund 269 budget and that she will present it to the Board at the April Library Board meeting.
- Trustee Messerknecht asked Ms. Farkas if she had received the information from the Finance Department regarding the Board's request for information on the Library's interest on investments. Ms. Farkas has not received such information yet, but she would follow up.

11. Director's Report

The Director's Report can be found on pages 27-29 of the March 23, 2017 Library Board packet.

- Ms. Farkas shared an email from Kelly Masters, Money Smart Week Coordinator, thanking the Novi Library and Community Financial Credit Union for helping to sort and package 8,000 books for delivery to libraries across the state of Michigan in honor of Money Smart Week.
- Ms. Farkas shared statistics from TLN that show 90.51% of the materials circulated at the Novi Library are from Novi residents.
- On page 43 of the March 23, 2017 Library Board Packet, Ms. Farkas included a flier for an upcoming Students for Success program. On April 19, 2017, author Nell Duke will be presenting her book, *Beyond Bedtime Stories*, at The Novi Middle School. The Library has 50 copies of the book available for checking out. Ms. Farkas feels this presentation will help continue the momentum for registering preschoolers for the Raising a Reader in Novi program.
- Ms. Farkas included an article from the Novi News highlighting the 2,000 books that were gathered and donated by the Neighborhood Library Association to the SAY Detroit Play Center.
 - Trustee Poupard requested that Ms. Farkas check with the Friends to make sure that people who made donations were sent a letter of thanks as well as an acknowledgment for tax purposes.

A. Information Technology Report

The Information Technology Report can be found on pages 29-30 of the March 23, 2017 Library Board packet.

B. Facilities Report

The Facilities Report can be found on pages 31-32 of the March 23, 2017 Library Board packet.

- Trustee Verma asked if records are kept when the strobe lights and fire extinguishers are checked. Ms. Farkas reported that facility staff members perform the checks on a monthly basis and cards are signed for the fire extinguisher inspections.

C. Information Services Report

The Information and Services Report can be found on pages 32-34 of the March 23, 2017 Library Board packet.

- 216 children have registered for Raising a Reader in Novi. The goal is 250 and Ms. Farkas feels with Summer Reading programs coming in June the goal will be easily reached.

D. Support Services Report

The Support Service report can be found on pages 34-35 of the March 23, 2017 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 36-38 of the March 23, 2017 Library Board packet.

- At the Board's request, Ms. Farkas included self-check statistics, meeting room numbers, and drive-up window numbers.

F. Friends of the Novi Library

No Report. An April meeting is scheduled.

G. Novi Historical Commission

The Novi Historical Commission minutes from January 25, 2017 can be found pages 39-41 of the March 23, 2017 Library Board packet.

- On page 41 of the March 23, 2017 Library Board packet is the 2017-2018 Historical Commission Budget that was approved by the Historical Commission and will be presented to the City for final approval.

H. Bits and Pieces

TLN continues to work on finding a new shared automation system that will be used by the libraries in the network. The committee has narrowed down the choices to three finalists.

12. Committee Reports

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

- April 24, 2017 is the next scheduled meeting for the committee.

B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary

C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.

- Ms. Farkas has an upcoming meeting about the endowment but that the Friend's will not be attending.

D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala And outreach events.

- Ms. Farkas thanked Mayor Gatt and the City Council for highlighting the Library in the State of the City address on March 9, 2017.

E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.

- Ms. Farkas reached out to the City of Novi because they have already completed their LED lighting project. They recommended Illuminart for helping the Library through the whole LED process. The engineers would write up the specs, complete the RFP process and review the bids when completed. The original budget was \$2,000, but after meeting with the Illuminart Ms. Farkas learned the cost would be \$7,500. Ms. Farkas said the money is available in the 2017-2018 budget if the Library forgoes the building assessment.

- o Trustee Poupard recognizes the size of this project and feels putting money upfront for expertise is worth it.
- o Trustee Verma requested that Ms. Farkas talk to the company and see if there is room for negotiation. He also requested to see the RFP before it goes out to bid.
- o Trustee Verma asked if the engineer from the company had been in the building and Ms. Farkas said that he had. Trustee Verma said that Illuminart should be able to provide a budget proposal to her for the cost of the whole project.
- o Trustee Poupard suggested that LED lights provide different kind of light then what is currently being used in the Library. Lighting is very critical to a Library, so it is important to have experts available.
- o Trustee Agosta asked if a second company had been recommended by the City and feels it would be a good idea to have something to compare it to.
- o Trustee Michener suggested Ms. Farkas continue to gather information for the Board. Ms. Farkas agreed to gather more information but hopes to have a plan in place no later than the April 27, 2017 Library Board meeting.

G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws

- Trustee Verma asked if Board positions were for one or two years and Ms. Farkas said she would check the bylaws and email an answer to him.
- Trustee Verma wondered if the financial information on the Board packet is given to the Student Representatives. Ms. Farkas explained that because it is public information it is included in their packets.

13. Public Comment

There was no public comment.

- Trustee Verma asked if there were any issues with the Café and she reported that there were no issues.

14. Matters for Board Action

There was no action taken.

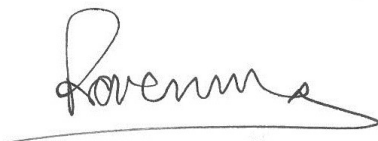
15. Adjourn

A motion was made to adjourn at 7:43.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously



April 27, 2017

Ramesh Verma, Secretary

Date