



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 19, 2020**

**1. Call to Order**

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Melissa Agosta, President, at 7:00 p.m.

**2. Roll Call by Secretary, Kat Dooley**

**Library Board**

Melissa Agosta, President

Craig Messerknecht, Vice President

Geoffrey Wood, Treasurer

Kat Dooley, Secretary

Bill Lawler, Board Member

Tara Michener, Board Member

Torry Yu, Board Member

**Student Representatives**

Tarun Tangirala, Student Representative

**Library Staff**

Julie Farkas, Director

Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

The agenda was amended to allow the Board Meeting to adjourn prior to the closed executive session. Adjourn will move to item 16 and Closed Executive Session will move to item 17. No formal action will be taken during the closed executive session. Also, the day on the meeting agenda should read Wednesday instead of Thursday.

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

1<sup>st</sup> – Torry Yu

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Minutes for Library Board 2<sup>nd</sup> Budget Session – January 21, 2020**

The Library Board 2<sup>nd</sup> Budget Session minutes were amended. The original wording under item D. Fines and Fees on Page 7, "Overall, all trustees are favoring going fine free", is not accurate. The corrected sentence as requested by the Trustees now reads, "Overall, all trustees are in favor of considering, researching and exploring going fine free". A motion was made to approve the amended Library Board 2<sup>nd</sup> Budget Session Minutes from January 21, 2020.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**B. Approval of Regular Meeting Minutes – January 23, 2020**

A motion was made to approve the Library Board Meeting Minutes – January 23, 2020.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**C. Approval of Claims and Warrants**

A motion was made to approve the Claims and Warrant 587.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**6. Correspondence**

A. N/A

**7. Presentation/Special Guest**

A. Mahek Nasser's term as Novi Library Student Representative ended in December, 2019. Ms. Nasser attended tonight's meeting, as a guest, to thank the Board for the opportunity to be a student representative. She expressed that these opportunities are important to the students and would like to see more opportunities like these continue. Ms. Nasser appreciated her time on the Library Board and the effort it takes to keep our Library running and the positive impact the Library has on the community. Ms. Nasser thanked Director Farkas, the Library Board Trustees, student representative Tarun Tangirala and librarian, Lindsay Gojcaj.

**8. Public Comment**

None

**9. Student Representatives Report**

The Student Representatives report can be found on page 20 of the February 19, 2020 Library Board packet.

Director Farkas invited the Trustees to attend the unveiling of the new olympic-size ping pong table on Monday, March 2 at 2:30. The ping pong table was generously donated by the Novi Educational Foundation (NEF).

## **10. President's Report (Melissa Agosta)**

- A. 2019-2020 Goals Update (July, October, January, April)
  - o N/A
- B. 2019-2022 Strategic Objectives (3 year plan)  
Director Farkas and President Agosta are meeting to tape a Beyond Books episode. The budget, annual report, strategic planning, and exciting future plans will be discussed during this episode.

## **11. Treasurer's Report (Geoffrey Wood)**

### **A. 2019-2020 Library Budget Fund 268**

The 2019-2020 Library Fund 268 Budget can be found on pages 23-26 of the February 19, 2020 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.
- Trustee Wood requested the revenue discrepancy on page 23 be corrected to reflect the Board approved revenue of \$3,142,439.

### **B. 2019-2020 Contributed Fund Budget 269**

The 2019-2020 Contributed Fund 269 Budget can be found on page 27 of the February 19, 2020 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

### **C. Library Fund 268 Expenditure & Revenue Report**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 28-31 of the February 19, 2020 Library Board packet.

- Revenue ending January 31, 2020 was \$3,104,489.
- Expenditures ending January 31, 2020 was \$1,737,768.

### **D. Contributed Fund 269 Expenditure & Revenue Report**

The Contributed Fund 269 Revenue and Expenditure Report can be found on pages 32-33 of the February 19, 2020 Library Board packet.

- Revenue ending January 31, 2020 was \$25,511.
- Expenditures ending January 31, 2020 was \$8,469.

### **E. Balance Sheets for Fund 268 and 269**

The Balance Sheet for Funds 268 and 269 can be found on pages 34 and 35 of the February 19, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of January 31, 2020 was \$3,461,580.30.
- Ending Fund Balance for Fund 269 as of January 31, 2020 was \$1,693,128.56.

President Agosta commented that the Board approved a 2019-2020 year end budget projection. The City has not updated the Library financials at this time.

## **12. Director's Report**

The Director's Report can be found on pages 36-66 of the February 19, 2020 Library Board packet.

Staff members celebrating anniversaries in February are:

- o Jolanta Borek –Support Services – 13 years
- o Maryann Zurmuehlen – Support Services – 9 years
- o Jean Aldrich – Support Services – 3 years
- o Hillary Hentschel – Information Services – 3 years

### **Directors Report Summary**

- On pages 37-38 is a draft of the memorandum of understanding between the Novi Public Library and the City of Novi Parks, Recreation and Cultural Services Department. This will be discussed under Matters for Board Action item 15A.
- On pages 39-43 is the February eNewsletter.

- On page 44 is the flyer for a Leadership Lunch and Learn with speaker Richard Sheridan, CEO of Menlo Innovations in Ann Arbor, Michigan. Mr. Sheridan's book is titled Chief Joy Officer. This event is in partnership with the Novi Chamber of Commerce and will take place on Tuesday, March 3<sup>rd</sup> from 11:30am-1:30pm. Currently, 83 guests are registered for the event.
- On page 45 is the flyer for the Volunteer Fair – Caring in the Community, hosted by the Novi Public Library on Saturday, May 2, 2020 from 10am to 1pm. This gives potential volunteers an opportunity to meet with non-profits to learn about their volunteer needs. This will take place in the whole meeting room.

**A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 46-48 of the February 19, 2020 Library Board packet. A new sewing and embroidery machine was added to the iCube. Exciting new software was purchased for this machine. On page 47 is a picture of the martini charms that were made from the Library's iCube for the Novi Chamber's Toast of the Town.

Trustee Dooley commented that on page 46 the number of iCube visitors has a comma out of place. The number currently reads 1,6174. Director Farkas will verify the number of visitors and inform the Board.

**B. Facilities Report**

The Facilities Report, provided by Keith Perfect is on page 49 of the February 19, 2020 Library Board packet.

**C. Information Services Report**

The Information Service Report is found on pages 50-52, prepared by April Stevenson. The MLK Unity breakfast had 128 attendees. The preschool childcare information fair was hosted at the Novi Library. This event was the night the flood occurred. All attendees received information about all the preschools that were present. Hickory Woods sent a thank you to Novi Library for judging the Hickory Woods Reflections entries.

Trustee Michener observed on page 50 that Librarian, Lindsay Gojcaj, created a young adult fiction list of black authors in honor of Black History Month. Trustee Michener mentioned on her personal Facebook page that she was proud of the Novi Library for having several nice displays recognizing Black History Month.

**D. Support Service Report**

The Support Services report is found on page 53-54, prepared by Maryann Zurmuehlen. The number of Library cards issued is 301 and there are 65,046 items checked out in January 2020. On page 54 is a Lending Library update by Eva Sabolcik. Kiosk names for the Lending Library are listed for the Board to consider. Director Farkas would like to move forward with the Lakeshore Lending Library. The Trustees are comfortable with whatever name Director Farkas decides on. President Agosta suggested reaching out to the City to verify that the name Lakeshore will remain.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 55-63.

**F. Friends of the Novi Library**

N/A

### **G. Novi Historical Commission – December 18, 2019 Agenda**

The Novi Historical Commission Meeting Agenda for January 15, 2020 can be found on page 64. The Historical Commission did not meet on January 15<sup>th</sup>. Also included are the 2020 Historical Commission Goals.

### **H. Bits & Pieces**

The January 2020 Bits and Pieces for the TLN consortium can be found on page 66. Fine free for food will be held during the entire month of April at the Novi Public Library.

Trustee Lawler asked what the insurance will cover for the flood that occurred at the Novi Library. Director Farkas has just received a phone number for the case worker and will update the Board as soon as she gets more information about coverage.

Trustee Michener inquired about Board Members attending the American Library Association (ALA) conference. Director Farkas does not attend or have any staff members attending the ALA. Director Farkas is attending the Public Library Association (PLA) conference and feels the PLA is a better fit for the Novi Library. In the past, Board members have not been sent to the PLA. Director Farkas is open to discussing the costs associated with Board Members attending the PLA. The PLA event is held every two years.

The Library Board Calendar is on page 67 of the February 19, 2020 Library Board packet.

## **13. Committee Reports**

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

(Michener-Chair, Agosta)

- Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
  - As of February 11, 2020: The first full review of the policies is almost complete by the committee. We will meet in March to begin second review and then set up meetings with the committee to review.
  - Trustee Michener asked to be invited to the staff Policy Committee meeting as they are finalizing their review of policies.

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

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff Satisfaction and strategic planning survey on hold until further notice
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
  - The next meeting is scheduled for February 18, 2020: at this time we are almost done with first full review and will begin second review in March. A future HR committee will be set up.

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

(Wood – Chair, Messerknecht, Lawler)

- Committee members are reviewing the current Financial Policy and will recommend changes.
- Library Board reviewed at 20/21 budget sessions the Leaving a Legacy brochure for potential new sponsorships relating to the Lending Library and Marketing Digital screens.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
  - February 1: Novi Chamber of Commerce Toast of the Town – Farkas, Michener, Agosta and Yu.
  - February 8: Novi Rotary 60<sup>th</sup> Anniversary: Farkas, Dooley
  - January 20: MLK Unity Breakfast: Yu

**E. Strategic Planning Committee: Annual review of current plan**

(Dooley – Chair, Yu)

- No report at this time.

**F. Building/Landscape Committee: Entrance project**

(Messerknecht – Chair, Lawler, Wood)

- Grounds- North-end drain work will be completed in spring, 2020.
- Lending Library Kiosk-We have received a tentative delivery date from the City of Novi for June 1, 2020. We have alerted the Lending Library vendor for delivery to begin on June 1, 2020 or during that week.
- Library Van- We are awaiting the delivery of the new van. Costs for the vinyl wrap of the van have been received. A memorandum of understanding will be drafted for the February meeting review by the Board.
  - Draft is included in Matters for Board Action
- Library Café –looking to install some floor signage/graphics for better flow of ordering/pick-up of café items by café guests. Met with Evol and a sign company on 2/3 for ideas. See information provided by Evol Gazzarato in Director's report.
- Flood – January 14, 2020: still waiting on a few more invoices to submit all at once for payment. Documentation will be sent to the City of Novi's Clerks Office for insurance purposes.
  - Update: Documents/ Invoices have been submitted to the City.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
  - No report at this time.

**14. Public Comment**

There was no public comment.

**15. Matters for Board Action**

- A.** 1<sup>st</sup> draft: Memorandum of Understanding for van usage with NPL and City of Novi Parks, Recreation and Cultural Services.
- On page 37 at the bottom of the page is a statement to pay for fuel based on current fuel pump price. The Library will invoice based on miles used.
  - Allow PRCS to use the van as requested with a 5-day advance notice to coordinate.
  - Trustees will review the 1<sup>st</sup> draft and revisit at the next meeting.

**16. Adjourn**

A motion was made to adjourn at 7:45 p.m.

1<sup>st</sup>— Torry Yu

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

**17. Executive Session** – To discuss the Director Mid-Year review. The closed executive session took place from 7:45-8:33pm.



April 23, 2020

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Kat Dooley, Secretary

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Date