



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
September 26, 2019**

**1. Call to Order**

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 Melissa Agosta, President, at 7:00 p.m.

**2. Roll Call by Library Trustee, Bill Lawler**

**Library Board**

Melissa Agosta, President

Craig Messerknecht, Vice President

Geoffrey Wood, Treasurer (absent and excused)

Kat Dooley, Secretary (absent and excused)

Bill Lawler, Board Member

Tara Michener, Board Member

Torry Yu, Board Member

**Student Representatives**

Mahek Nasser, Student Representative (departed at 7:19 pm)

Tarun Tangirala, Student Representative (departed at 7:19 pm)

**Library Staff**

Julie Farkas, Director

Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

A motion was made to approve the overview of the Agenda as presented.

1<sup>st</sup> - Tara Michener

2<sup>nd</sup> - Torry Yu

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes**

A motion was made to approve the regular meeting minutes from July 25, 2019 meeting (did not have quorum at August 22, 2019 meeting for approval).

1<sup>st</sup> - Bill Lawler

2<sup>nd</sup> - Torry Yu

The motion passed unanimously.

A motion was made to approve the regular meeting minutes from August 22, 2019 meeting.

1<sup>st</sup>- Craig Messerknecht

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**B. Approval of Claims and Warrants**

President Agosta informed the Trustees that on page 24 is the Foster Swift invoice which is being paid out of the 2018-2019 budget.

A motion was made to approve the Claims and Warrant 582.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**6. Correspondence**

**A. Email from Marcia Goffney, resident – re: library programs at NPL**

**B. Letter from Mary Anne Adams, RSA President – re: meeting room usage**

**C. Email from Johannes Elwardt, resident – re: guest concern**

**D. Email from Karen Mosier, resident – re: library card renewal**

**E. Thank you letter from City of Novi HR – re: Health & Wellness fair**

**7. Presentation/Special Guest**

**A. April Stevenson, Department Head, Information Services – Summer Reading 2019**

Mrs. Stevenson engaged the Trustees in an exciting and informative presentation summing up the 2019 summer reading program - A Universe of Stories.

Reading programs are grouped in separate school aged categories from birth to 12<sup>th</sup> grade, and adult. Summer 2019 engaged 2,502 participants with 51,334 books read.

Mrs. Stevenson presented a 3-year school comparison. In the past, schools grouped in the chart had a percentage completion below 50%. Summer 2018 had 4 schools with a percentage completion over 50%. Mrs. Stevenson was thrilled to report that summer 2019 had 8 schools with a completion rate over 50%.

The Finale was held at Paradise Park. Paradise Park generously donates food and games, hosting this event since 2012. Director Farkas, President Melissa Agosta and the Trustees thanked Paradise Park for their overwhelming generosity and support of the Novi Public Library.

Mrs. Stevenson was excited to announce that the 2020 Summer Reading Program Theme is - Imagine Your Story.

**8. Public Comment**

There was no public comment.

**9. Student Representatives Report – (provided by Lindsay Gojcaj for July 2019)**

**A. Grant Award Letter to Lindsay Gojcaj, Teen Librarian.**

The Student Representative Report can be found on pages 33-34 of the September 26, 2019 Library Board packet.

Director Farkas informed the Board that Information Services Librarian, Lindsay Gojcay, was awarded an Arts and Humanities Grant. The detail for this award can be found on page 35 of the Library Board packet. Director Farkas, President Agosta and the Trustees send their congratulations to Mrs. Gojcay.

President Agosta inquired when the books are chosen for the tween book club. Director Farkas said the Mrs. Gojcay determines titles in advance.

## **10. President's Report**

### **A. 2019-2022 Strategic Objectives (3 year plan)**

The Strategic Objectives can be found on page 36 of the September 26, 2019 Library Board packet. New objectives for the next 3-years are listed at the top of the page, with goals for these objectives following. Dana Brataniec, Novi Library's Communications Coordinator is working on the Strategic Plan Marketing piece for the Strategic Objectives.

### **B. 2019-2020 Goals Update (July, October, January, April)**

The 2019-2020 Goals will be reviewed at the October Meeting.

## **11. Treasurer's Report**

President, Melissa Agosta, summarized the Treasurer's Report.

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

The 2019-2020 Library Fund 268 Budget can be found on pages 38-40 of the September 26, 2019 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.

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

The 2019-2020 Contributed Fund 269 Budget can be found on page 41 of the September 26, 2019 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 42-45 of the September 26, 2019 Board packet.

- Revenue ending August 31, 2019 was \$166,417.
- Expenditures ending August 31, 2019 was \$489,378.

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

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 46 of the September 26, 2019 Library Board packet.

- Revenue ending August 31, 2019 was \$3,126.
- Expenditures ending August 31, 2019 was \$1,130.

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

The Balance Sheet for Funds 268 and 269 can be found on pages 47 and 48 of the September 26, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of August 31, 2019 was \$1,775,528.
- Ending Fund Balance for Fund 269 as of August 31, 2019 was \$1,678,082.

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

The Director's Report can be found on pages 49-62 of the September 26, 2019 Library Board packet.

Staff members celebrating anniversaries in October are:

- Barbara Rutkowski – Information Technology – 22 years
- Patricia Amireskandari – Support Services – 17 years
- Kit-Ming Tang – Support Services - 11 years
- Kristen Abate – Support Services – 10 years

- Linda Brewin – Information Services – 10 years
- Steve Palizzi – Information Services (Sub. Librarian) – 7 years

### Directors Report Summary

- At the bottom of page 49 is a photo of the Library Café team. Director Farkas is appreciative of the wonderful atmosphere the Café workers have created for the Library. Tuesday, October 1<sup>st</sup> the Café will be closed 4 hours for training. Wednesday, October 9<sup>th</sup> the Café is opening for Full Service hours. Trustee Michener is grateful to Nicole, at the café, for her ability to connect with children.
- Director Farkas met with Superintendent Gutman of the Walled Lake Consolidated School District. Director Farkas is appreciative of the positive and welcoming reception from the Superintendent. Director Farkas thanked Trustee Yu for informing the Library of Walled Lake School's upcoming calendar events that the Library has an opportunity to partner with.
- The iCube had over 900 visitors to the space. This number includes a conservative estimate for June, July and August. A counter was installed in early September allowing for better tracking of visitors to the new space. Many visitors have participated in a tour of the iCube including Novi Rotary, HOA's, High School Classrooms, teachers, public, etc.
- Page 51 is a photo of the Staff in Service Day and results from the Staff Surveys.
- Business Librarian Hillary Hentschel is a Novi Chamber of Commerce Ambassador. On Wednesday, October 2, 2019 the Business Blender will be held at the Novi Library. The iCube will be accessible to these attendees.
- The Library Closings for 2020 can be found on page 53.
- The September eNewsletter is on pages 54-59.
- The Expand your Mind article featured in Novi Today highlighting the iCube is on page 60.
- October 7<sup>th</sup> is a flyer promoting a Breakfast and tour of the new iCube for School Media Specialists.
- The Authors Live flyer is on page 62. Featured authors are Doc Fletcher, Michael Hodges, and Elisa Koopmans. This popular event is held at Fox Run on October 15<sup>th</sup> and the fee is \$20.00.

#### **A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 63-64 of the September 26, 2019 Library Board packet. The e-Nable team packaged 200 hands for a location in India. Photos of unique iCube creations can be found on page 64.

#### **B. Facilities Report**

The Facilities Report, created by Keith Perfect, can be found on page 65 of the September 26, 2019 Library Board packet. Mr. Perfect assisted café with building related issues. Trustee Lawler inquired about LED lights. Director Farkas replied no issues with LED lighting in general.

#### **C. Information Services Report**

The Information Service Report is found on pages 66-75, prepared by April Stevenson. Raising a Reader has 359 active participants logging 100 books or more, 1,352 logs received to date. Summer Reading 2019 numbers are found on pages 68-70. Early Childhood Literacy Box Program is on page 71. This program provides teachers with new books to supplement their classroom collections. On page 73 is information on the VOX Collection. Each Vox book has an audio player built in so guests can read and listen to their favorite books.

#### **D. Support Service Report**

The Support Services report is found on page 76, prepared by Maryann Zurmuehlen. Items checked out in August are 77,766. Library cards issued in August are 1,331 (937 through the NCSD Employee Card Sign-Up Campaign). The educators are grateful for this resource and opportunity.

#### **E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 77-85. On page 79 the highlight indicates that the counter was not available on 9/28 and 9/29.

**F. Friends of the Novi Library – Meeting Minutes June 12, 2019**

**1. Operating Agreement (draft 2)**

The Friends of Novi Library June Meeting Minutes are on pages 86-88. Friends did not have a September Meeting. The Operating Agreement will be discussed under **15.A. Matters for Board Action.**

**G. Novi Historical Commission.** N/A

**H. Bits & Pieces – TLN Report, September 2019**

The Bits and Pieces Vol.10 Number 4 is on page 93

President Agosta announced that Librarian, Mary Robinson, is applying for a \$2,000 grant as noted on page 50. Also, President Agosta suggested that the Library produce a quick video explaining how to use the creative technology available in the iCube room and upload this to Social Media. Director Farkas welcomed this idea.

**13. Committee Reports**

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

(Michener-Chair, Agosta)

- Friends approved MOU on August 14, 2019; 2<sup>nd</sup> draft going to Library Board for approval on September 26, 2019.
- Internal Policy Committee meetings with library staff will begin on October 7, 2019. Committee consists of Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect and Hillary Hentschel.

**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.
- Internal HR Committee meetings with library staff began September 17, 2019. Committee consists of Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Jessie Schenk, Kirsten Malzahn, and Christopher Nadeau.

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

(Wood – Chair, Messerknecht, Lawler)

- Director has a meeting date scheduled for Thursday, September 19, 2019 to discuss any options the City Finance Dept. could provide for the Library Endowment.
- Tentative Committee Meeting scheduled for Monday, September 23, 2019 to discuss Endowment and Financial Policy.
- Café is running smoothly. Waiting on NCSD/Chartwells to grow service opportunities, which will occur over the next few weeks based on equipment being delivered. A 4-hour training with Starbucks is scheduled for October 1, 2019, and then a date will be determined for full-service, new hours and a Grand Opening. The cafe managers have arranged for their two (2) transition students to begin work (Matthew and Hunter). These students will work with their coaches Wednesday-Friday. Final costs for the change-over to the new café lease will be provided in the October Board packet, invoices are still pending.

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

(Yu– Chair, Michener, Dooley)

1. Information has been received from Board members to move forward with a bingo game concept to get to know Library Board members. Dana Brataniec, Communications Coordinator, will begin to work on the details. Marketing Plan edits/suggestions have been coming in from the committee members.
2. Library/ Community Events attended by Library Board Members in the last month:
  - August 28th: State Fair Event - Agosta

- September 10th: Hickory Woods Elementary Open House - Yu
- September 13th: September Songfest – Agosta
- September 14th: Pancake Breakfast – Michener

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

(Dooley – Chair, Yu) Review completed in November 2017.

- Current Strategic Objectives Summary is provided. Communications Coordinator, Dana Brataniec, is creating a promotional piece.

**F. Building/Landscape Committee: Entrance Project, LED conversion project, Building assessment**

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – City staff reports they are looking to remove the car by October 31, 2019. The Library has offered the week of October 7-15<sup>th</sup> as there are no story time programs that week and less young guests/families may be using the space. Planning for an early move 6:00 am -1:00pm (with a late opening of the library on the date determined). Use of the East meeting room will occur as a main entrance back-up when the security gates are being dismantled for the move. There is a program planned for Wednesday, October 30<sup>th</sup> on the Novi Special. This program will take place at the Novi Civic Center (the car's new home) at 7:00 pm.
- Library Café – Café is running smoothly. Waiting on NCSD/Chartwells to grow service opportunities, which will occur over the next few weeks based on equipment being delivered. A 4-hour training with Starbucks is scheduled for October 1, 2019, and then a date will be determined for full-service, new hours and a Grand Opening. The cafe managers have arranged for their two (2) transition students to begin work (Matthew and Hunter). These students will work with their coaches Wednesday-Friday. Final costs for the change over to the new café lease will be provided in the October Board packet, invoices are still pending.
  - The Café plans to have Café gift cards available in the near future. Starbucks gift cards are not accepted. Also, Starbucks app pay is not accepted. The Starbucks logo can only be placed internally, however, Director Farkas will check with City of Novi regarding exterior Café signage.
- Grounds- There was a meeting on August 15, 2019 to discuss some drainage issues on the north end of the library property. Three (3) vendors were in attendance to provide quotes for investigative work to determine the puddling that is occurring. Not all quotes have been received (1 still pending)
  - Update: Work has been assigned to one company.
- Lending Library Kiosk - Request to Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All-Staff Training Day instead of in August 2020 was approved at the August 22, 2019 meeting.
- LED Lighting – work completed.
- Library Van- A meeting occurred on Thursday, September 12, 2019 to discuss a van wrap design for the new vehicle. Pricing will be submitted in the next month to review.

**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. Approval of Operating Agreement with Friends of the Novi Library and Novi Library Board of Trustees (2<sup>nd</sup> Draft. Trustee Messerknecht asked Director Farkas to summarize changes that were made to this document. Director Farkas highlighted changes in the document for the Trustees.)

A motion was made to approve the Operating Agreement with Friends of the Novi Library and the Novi Library Board of Trustees (2<sup>nd</sup> Draft)

1<sup>st</sup>-Craig Messerknecht

2<sup>nd</sup>- Tara Michener

The motion passed unanimously.

Trustee Michener committed to making one of the upcoming Friends meetings to express the Trustees support. The Friends meetings take place the second Wednesday of the month.

- B. B4: Meeting Room Rental and use (1<sup>st</sup> draft, Attorney reviewed –still pending based on questions from staff members)

This Policy is pending and will be brought back to the Trustees.

**16. Adjourn**

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

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>—Torry Yu

The motion passed unanimously.



Craig Messerknecht, Vice President

October 24, 2019

Date