



**CITY OF NOVI LIBRARY BOARD  
MINUTES, VIRTUAL MEETING  
May 28, 2020**

**1. Call to Order**

The meeting was held virtually with assistance from the City of Novi. The meeting 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  
Kat Dooley, Vice President  
Bill Lawler, Board Member  
Craig Messerknecht, Board Member  
Tara Michener, Board Member  
Geoffrey Wood, Treasurer  
Torry Yu, Secretary

**Student Representatives**

Tarun Tangirala (signed off virtually at 7:16pm)  
Sarah Chang (signed off virtually at 7:16pm)

**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 noted. Director Farkas stated that item 14. H. Matters for Board Action - Pandemic Procedures was emailed to the Board prior to the meeting and did not make the packet due to follow up with the attorney.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes –April 23, 2020**

A motion was made to approve the regular meeting minutes from April 23, 2020.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**B. Approval of Claims and Warrants – Warrant 590 for Accounts 268 and 269**

A motion was made to approve Claims and Warrant 590 for accounts 268 and 269.

1<sup>st</sup> – Bill Lawler

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**6. Correspondence**

**A. Thank you letter from Tia Marie Sanders, Feed the Need Coordinator**

Thank you to the Library for their partnership and involvement in the Feed the Need program.

**B. Email from Liza Sovel, WLCSD-Re: Library Card Sign-Up**

Novi Library received an email from the Walled Lake Community School District regarding the Library's partnership with the district to get the students Library cards. Due to the pandemic this mission has been put on hold until the fall. Once the students receive their cards they can be used at the Lakeshore Lending Library.

Trustee Dooley suggested the use of electronic library cards. During the closure. Director Farkas said that current cardholders can scan their library card into the app. Also, the Lakeshore Lending Library Kiosk will be able to accept cards scanned into the app.

**7. Presentation/Special Guest**

**A. None at this time**

Director Farkas mentioned that a representative of Community Financial Credit Union has been invited to attend the June Library Board meeting providing the meeting is held in person instead of virtually.

**8. Student Representatives Report**

The April 2020 Student Representatives report is on pages 20-21

During the closure to the public, virtual teen programs were encouraged, such as the virtual scavenger hunt of the Library and the teen poetry writing challenge. Teen Space welcomed 3,359 visitors for Fiscal Year 2019-2020. The last Teen Space gathering took place on March 12, 2020. During the closure, the Teen Advisory Board Meetings (TAB) took place virtually. The TAB is supporting the Novi Feed the Need program asking for volunteers, donation of supplies and monetary support. The flyer is on page 21. Trustee Dooley, as a member of Novi Rotary, is appreciative of the awareness that TAB has created for the Feed the Need program. Director Farkas commented that this awareness has brought in donations.

President Agosta has volunteered for the Feed the Need program and was touched to hand out food bags to children.

Trustees welcomed new Student Representative Sarah Chang, her biography can be found on the top of page 20.

**9. President's Report (Melissa Agosta)**

- A. 2019-2020 Goals Update (July, October, January, April)
  - o Next update July 2020
- B. 2019-2022 Strategic Objectives (3 year plan)
  - o Strategic Objectives are on page 22
  - o No new update
- C. Committee Assignments (Effective: June 25, 2020)
  - Policy – Chair, 1 additional member
  - HR – Chair, 2 additional members
  - Finance- Chair, 2 additional members
  - Events/Marketing/Fundraising- Chair, 2 additional members
  - Strategic Planning – Chair, 1 additional member
  - Building/Landscaping – Chair, 2 additional members
  - Bylaw – Chair, 1 additional member

President Agosta asked the Trustees if they would like to continue on their current committees. The Trustees agreed to remain on committees and see through with the commitments and goals they started.

- D. Library Director Annual Review (June 25, 2020) held in Executive Session  
Administrative Assistant, Marcia Dominick, will be emailing the Trustees the information for the annual review.

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

Trustee Wood stated that modifications to FY 2019-2020 and FY 2020-2021 budget will be addressed and voted on under Item 14. Matters for Board Action.

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

The 2019-2020 Library Fund 268 Budget can be found on pages 24-26 of the May 28, 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.

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

The 2019-2020 Contributed Fund 269 Budget can be found on page 27 of the May 28, 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 (ending April 30, 2020)**

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

- Revenue ending April 30, 2020 was \$3,178,707
- Expenditures ending April 30, 2020 was \$2,458,509

##### **D. Contributed Fund 269 Expenditure & Revenue Report (ending April 30, 2020)**

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 32 of the May 28, 2020 Library Board packet.

- Revenue ending April 30, 2020 was \$43,460.
- Expenditures ending April 30, 2020 was \$11,851.

##### **E. Balance Sheet for Fund 268 (as of February 29, 2020)**

The Balance Sheet for Fund 268 as of April 30, 2020 can be found on page 33 of the May 28, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of April 30, 2020 was \$2,815,055.

##### **F. Balance Sheet for Fund 269 (as of February 29, 2020)**

The Balance Sheet for Fund 269 as of April 30, 2020 can be found on page 34 of the May 30, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of April 30, 2020 was \$1,707,695.

## **11. Director's Report**

The Director's Report can be found on pages 35-74 of the May 28, 2020 Library Board packet.

Staff members celebrating anniversaries in April and May are:

- Catherine Huff –Support Services – 12 years
- Mary Grewell– Support Services – 12 years
- Lindsay Gojcaj – Information Services – 5 years
- Laura Bateman–Support Services – 5 years
- Eileen Massarello- Support Services – 3 years
- Joe Ploski – Facilities – 3 years
- Ruth Rice – Support Services – 2 year
- Charlie Hokett – Information Technology – 1 year

### **Directors Report Summary**

- On Wednesday, May 27 from 7-8 pm, the staff joined together for an after-hours zoom party. Staff celebrated the expected arrival of a new baby, birthdays, graduations, and a retirement.
- The Retirement Plan Participation policy on page 36 will be discussed under Item 14. Matters for Board Action.
- Director Farkas informed the Board she is working with Barb Rutkowski, Head of Information Technology, on filing for the CARES Act grant program. They will be applying for and hopefully will receive money back for areas the Library qualifies for which could include technology, PPE and building related/facilities supplies. On pages 37-38 is Executive order 2020-100 which the Library falls under. This order recommends libraries remain closed thru June 12. The Novi Public Library will remain closed to the public through Sunday June 14<sup>th</sup>. For most updated re-opening information please refer to the phases of services plan.
- On page 39-42 is the COVID-19 Preparedness and Response plan. This will be discussed under Item 14. Matters for Board Action.
- On page 43-55 is the Library Reopening policy. This will be discussed under Item 14. Matters for Board Action. Pages 51-55 includes a detailed graph outlining phases for reopening.
- On pages 56-60 is the Family Medical Leave Act Expansion and Emergency Sick Leave Policy. This will be discussed under Item 14. Matters for Board Action.
- On page 61 is an email from The Library Network. This provides initial information on how and when the consortium will move materials once they are released from the Executive Order. They are asking libraries to quarantine items for 24 hours, which the Library will follow these requests. Additionally, the Library purchased an ultraviolet sanitizer for library collection materials. The Library Network drivers will be utilizing the loading dock to not compromise their drivers or our staff. These plans are already in place.
- On page 62 is a virtual message from Novi Library staff to the public. This is one example of how staff is connecting virtually with the community.
- On page 63 is information regarding free college prep online resources.
- On pages 64-69 is the Novi Library May eNewsletter, providing a recent history of current happenings.
- On pages 69-74 is an Update from the Library providing beneficial information to the public regarding the closure and includes resourceful links.

## **A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on the top of page 75 of the May 28, 2020 Library Board packet.

**B. Facilities Report**

The Facilities Report, provided by Keith Perfect, can be found on pages 75-76 of the May 28, 2020 Library Board packet. Over the last few months detailed cleaning, disinfecting and preparation for guests and staff has been occurring.

**C. Information Services Report**

The Information Services Report is found on pages 77-82, prepared by April Stevenson. On page 78 are responses to a questionnaire about virtual programming. There were 654 responses and this helps the Library recognize the community expectations for virtual programming. The Library will be providing virtual programming all summer.

**D. Support Service Report**

The Support Services report is found on page 83, prepared by Maryann Zurmuehlen. Director Farkas mentioned that the COVID closure information is included in the report, however, social media numbers and information is missing from this month's report. Director Farkas will make sure the numbers are available for the next meeting.

**E. COVID-19 Usage Statistics**

The COVID-19 usage statistics update is included on page 83. This tracks how the Library is interacting with the public through posts and events that the Library has offered to the community.

**F. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 84-92. As anticipated there is an increase in Downloadable usage due to the closure.

**G. Friends of the Novi Library**

N/A

**H. Novi Historical Commission**

N/A

**I. Bits & Pieces**

N/A - Received notification from TLN that Jim Pletz, Executive Director, has retired.

Trustee Michener appreciates the social media engagement from the Library staff. Trustee Michener was pleased to announce that the Novi Library has a podcast. Trustee Michener is featured in an episode, as a special guest. Another special guest is author Michael Zadoorian. Some topics on the podcast include Library re-opening, Lakeshore Lending Library Kiosk and Feed the Need. Trustee Agosta appreciates the spotlight on seniors and the posting of senior pictures. Trustee Yu asked about Library Statistics on page 83, items checked out during closure are 36. Director Farkas will check with staff and let the Board know what these items are.

The Library Board Calendar is on page 93 of the May 28, 2020 Library Board packet.

## 12. 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 April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the Library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to Google Docs to make editing more effective with the remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.
  - No new update

### **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.
  - As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to Google Docs to make editing more effective with remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.
  - No new updates

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

(Wood – Chair, Messerknecht, Lawler)

- Committee met virtually on May 15, 2020: Recommendations for the Financial Policy were reviewed and will be submitted to the Policy Committee for inclusion into the larger document.
- The Committee reviewed 19/20 budget for a 4<sup>th</sup> Quarter Amendment approval for City of Novi purposes and the 20/21 budget due to COVID-19. Two recommendations are proposed for approval under Matters for Board action.
- Director Farkas has postponed the check presentation for the Lakeshore Lending Library with sponsor Community Financial Credit Union until Thursday, June 25<sup>th</sup> as we hope to be in person for our meeting.

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

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
  - No events due to COVID-19

### **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 is scheduled for the week of June 15<sup>th</sup>. Landscaping has begun and mulch was delivered the week of May 18<sup>th</sup>.
- Lakeshore Lending Library Kiosk- As of May 8, 2020 from Rob Petty, City of Novi: They began ramping up construction on the Lakeshore project today. DeMaria produced a schedule that shows the Library Kiosk concrete slab and pavilion being completed by

July 31<sup>st</sup>. I would use that date for planning purposes at this point. If there is a change, I will let you know.

- Library Van- Planning for vinyl wrap on van to be completed mid-June. Director Farkas is reaching out to sponsors that made verbal commitments prior to COVID-19 to see if they want to honor their monetary gifts and marketing on the van.
- Café –looking to install some floor signage/graphics for better flow of ordering/pick-up of café items by café guests. Met with Evol (café manager) and a sign company on February 3, 2020 for ideas. Received quotes but work has been suspended due to Governor's Executive Order. Project on hold until fall 2020.
- Flood – April 15, 2020: All documentation for insurance purposes has been submitted. Total damage costs: \$23,158.40. Reimbursement check was received in the amount of \$13,158.40. There was a \$10,000 deductible. The library is responsible for the \$10,000.

**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.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

**A. Approve 4<sup>th</sup> Quarter Amendment for 2019/2020 268 Budget**

Trustee Wood reviewed the middle, grey column labelled 4<sup>th</sup> quarter amendment on pages 24-26 which are the suggested changes to this fiscal year. The bottom line comparison shows that the original approved budget was based on a \$92,100 shortfall and the current proposed budget, with the 4<sup>th</sup> quarter changes, proposes \$34.44 positive position.

A motion was made to approve the 4<sup>th</sup> Quarter Amendment for 2019/2020 268 Budget.

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**B. Approve 4<sup>th</sup> Quarter Amendment for 2019/2020 269 Budget**

Trustee Wood reviewed the peach column labelled 4<sup>th</sup> quarter amendment for 2019/2020 for the 269 budget on page 27. The most notable change is the Lakeshore Lending Library Kiosk payment is moving to 2020/2021 due to the delay in building at Lakeshore Park due To COVID. Expenditures from 2019/2020 were reduced from \$73,750 to \$39,000. The original approved budget planned for a shortfall of \$34,250 and the current budget, with 4<sup>th</sup> quarter changes, proposes \$500 positive position.

A motion was made to approve the 4<sup>th</sup> Quarter Amendment for 2019/2020 269 Budget.

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

**C. Approve 2020/2021 268 Budget – based on COVID-19**

Trustee Wood reviewed the green column labelled COVID-19 on pages 24-26 which are the suggested changes to 2020/2021. The original approved budget for 2020/2021 planned for a shortfall of \$141,060 and the current budget, with 4<sup>th</sup> quarter changes, proposes \$97,524 shortfall.

A motion was made to approve the 2020/2021 268 Budget –based on COVID-19.

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**D. Approve 2020/2021 269 Budget – based on COVID-19**

Trustee Wood reviewed the last, green column labelled COVID-19 on page 27 which are the suggested changes to 269 for 2020/2021. The revenue increase is due to the marketing sponsorship and the expenditure increase is due to Lakeshore Lending Library Kiosk payment.

A motion was made to approve the 2020/2021 269 Budget –based on COVID-19.

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

**E. Approve Retirement Plan Participation Policy**

Director Farkas said that the changes to this plan are highlighted in yellow on page 36. Loans are now permitted. Transfers from other eligible plans are allowed.

A motion was made to approve the Retirement Plan Participation Policy

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**F. Approve COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Director Farkas has been working with the attorney on this document. This plan is required before we can open up the building to staff and public. Additionally, this plan is recommended through the Michigan Library Association and the Library of Michigan. Director Farkas is aware the sequential numbers on the document are incorrect, but no information has been omitted. The numbering will be corrected in the final document. This document is attorney approved and the staff will receive a welcome packet when they return to work that has this information in it. The Library will comply with all information in the packet (which includes OSHA compliance as well). Also, Director Farkas will upload an informational video reviewing all the points in the document so that the staff has access to review the document. Director Farkas has already released small videos to the staff including how to take your temperature. Staff will be issued two types of PPE masks in their welcome kit (a washable mask and a face shield). The washable cloth one has the Novi Library logo on it. Trustee Wood suggested two washable masks for each staff member. Director Farkas is considering this purchase.

A motion was made to approve COVID-19 Preparedness and Response plan.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**G. Approve Library Reopening Policy**



Director Farkas commented that this is another policy that needs to be put in place before re-opening to the public. It does speak closely to the phases of services that the Trustees received a month ago. The phase chart itself will move and you are not approving that but you are approving the policy that mirrors and relates to the phases of service.

A motion was made to approve the Library Reopening Policy.

1st – Geoff Wood

2nd – Bill Lawler

The motion passed unanimously.

**H. Approve Pandemic Procedures (Being reviewed by Attorney, was emailed separately to the Board)**

This document is from a staff perspective and will give the staff guidance. Director Farkas does not normally have the Board approve procedures, but would like approval since it is specific to the pandemic. On page 4 the word patrons will be changed to guests.

A motion was made to approve the Library Reopening Policy.

1st – Geoff Wood

2nd – Kat Dooley

The motion passed unanimously.

**I. FAMILY MEDICAL LEAVE ACT (FMLA) EXPANSION and EMERGENCY PAID SICK LEAVE POLICY (Coronavirus)**

This policy is already in effect as of April 2, 2020. Director Farkas has been working with the City Human Resource department on this document and the Library's document has the same language as the City's. The language in this document is required by law. This expansion is specifically related to COVID and is for full and part time employees. This is valid until December 31, 2020.

A motion was made to approve the Family Medical Leave Act Expansion and Emergency Paid Sick Leave Policy.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**QUESTION AND ANSWER SESSION**

- Trustee Lawler inquired if Director Farkas is going to enforce wearing masks. Director Farkas answered guests are encouraged, but not required as all guests have a 1<sup>st</sup> amendment right to enter the Library. There will be information posted on the outside of the building encouraging wearing masks and all staff members will be wearing masks.
- Trustee Michener inquired about access to staff thermometers; if a staff member suddenly feels ill. Director Farkas commented that two temperature stations are set up for the staff. Staff is also required to complete a form upon entering the building each day.
- Trustee Wood suggests a disposable mask station for guests who forget to bring their own mask. Director Farkas agreed.
- Trustee Lawler was concerned about the possibility of a guest sneezing intentionally; taking dangerous action toward others. Trustee Michener added that if there is an intentional action do we have something written to protect the staff? Perhaps a clause allowing the staff the right to refuse service. Director Farkas will follow up with the attorney to discuss adding a clause for this. Director Farkas will look into a written clause to refuse service. President Agosta asked if this clause should be included in other

documents. Director Farkas commented it will be added to all necessary documents. President Agosta commented that on page 45 of the Library Reopening policy, under enforcement, it says guests may not enter the Library or may be required to leave if they are not in compliance with any safety protocols, etc.... Director Farkas will take this line to the attorney to see if it can be adjusted or added to other policies as necessary for consistency.

- Trustee Lawler asked how the main computer room located on the second floor will be changed to comply with social distancing requirements. Director Farkas answered that the Library is allowing two stations per pod. These pods normally hold 6. Computer usage isn't allowed until phase 4. Covers for the keyboard and the mice are in place. These covers can be changed after each use. Also, there will be wipe dispensers available to the public to clean those areas. The Library has established internal protocols and facilities will be cleaning those areas twice a day. The library will undergo a Clorox disinfectant cleaning once a week on each weekend prior to opening for the day.
- Trustee Dooley asked is there will be a time limit on the usage of computers. Director Farkas said yes in the Grab and Go phase people will be timed on their usage and the computer will be shut off. The Library also has timers that can be given out to guests based on capacity and square footage of the building. The timers will go through a sanitation process.
- Trustee Yu asked about the ability of the AST Machine to be used during an earlier phase of book return. Director Farkas said the AST machine is designated for sanitized material only. When items are returned through the drop box these items will go through a quarantine and sanitization process. Then these sanitized materials will go to the AST machine to be separated and distributed to proper areas. Director Farkas wanted to keep two separate areas, one for the sanitized items and one for the needs sanitized items.
- Trustee Lawler inquired about Library restrooms and the high touch cleaning the Library plans to enforce every 2 hours. Trustee Lawler asked if this is based on the CDC Guidelines. He also inquired if a vendor or library employee is fulfilling this requirement. Director Farkas answered that the facilities staff will be picking up additional sanitizing responsibilities as meeting rooms will not require set up. This was a Library decision. CDC suggests cleaning and doing so on a regular basis.
- Trustee Yu inquired about the limited services available to pick up items in phase 3 with the lockers. What are the processes the guests will need to take? Guests will still be asked to contact the library ahead of time for this service. Currently, the library is working with software that could allow in and out times for locker and drive up window service.
- Trustee Lawler asked about the policy for elevator usage during COVID. Director Farkas said there will be signage for use of elevators; which will allow only one guest at a time on the elevators. They are on the high touch cleaning and sanitizing list for facilities. Trustee Lawler inquired if a sanitizer stand can be near the elevator and even on the elevator to encourage usage of hand sanitizer. Director Farkas agreed.

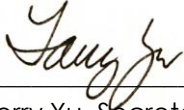
**15. Adjourn**

A motion was made to adjourn at 8:16 p.m.

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>—Torry Yu

The motion passed unanimously.



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Torry Yu, Secretary

June 25, 2020

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Date