



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
July 25, 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 Secretary, Kat Dooley

Library Board

Melissa Agosta, President
Craig Messerknecht, Vice President (absent and excused)
Geoffrey Wood, Treasurer
Kat Dooley, Secretary
Bill Lawler, Board Member (absent and excused)
Tara Michener, Board Member
Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (departed at 7:56)
Tarun Tangirala, Student Representative (departed at 7:56)

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. Director Farkas requested to add item 15. D. Library Café Lease – 1st Draft – Attorney Reviewed. A hard copy was distributed for Trustees to review before the next Board Meeting.

1st—Tara Michener

2nd—Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the Regular Meeting Minutes from June 27, 2019.

1st – Torry Yu

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants

A motion was made to approve the Claims and Warrant 580.

1st – Kat Dooley

2nd – Tara Michener

The motion passed unanimously.

6. Correspondence

A. July 15, 2019: Nextdoor Social Media Post by Resident, Darlene Friedman regarding library bioswales.

Trustee Dooley inquired whether the Library promotes any upcoming Library Events on Nextdoor. Director Farkas will connect with the City Communications Department for their assistance with this.

7. Presentation/Special Guest

A. Staff Recognition for 2019 Customer Service Award & Above and Beyond Award (see descriptions in the Director's Report)

Director Farkas recognized Library Staff employees for exceptional customer service. Please refer to pages 61-64 of the July Board Packet for a list of the staff members recognized. Director Farkas is thankful to all of the 70 employees of the Novi Public Library and all of the accomplishments achieved during FY 2018-2019.

B. Student Representatives Annual Presentation

Student Representatives, Mahek Nasser and Tarun Tangirala reviewed programs and attendees for FY 2018-2019. Also, the Student Representatives presented the 2019 and 2020 Teen Advisory Board (TAB) Goals.

C. Sue Johnson, Friends President – Check Presentation and Annual Update.

Friends President, Sue Johnson, presented the Fiscal Year End Review to the Library Board. Friend's graciously commits funds to the Novi Public Library Annually and through the Wish List. Total direct contributions for FY 2018-2019 was \$29,141.

Booked for the Evening event is not scheduled for October 2019. Instead this highly anticipated event would occur in 2020; celebrating the 60th Anniversary of the Friends starting the Library and the 10th Anniversary of the Friends in the new building.

Friends pledged to contribute a generous \$29,700 to the Novi Public Library for FY 2019-2020.

President Agosta had the privilege of attending the Friends year-end meeting. President Agosta witnessed the energy, excitement, and dedication of all the Friends Board Members and their love and support of the Novi Library.

Trustee Dooley is excited to see that the revenue in the Book Nook increased. Additionally, Trustee Dooley revealed that The Book Nook is the only bookstore in Novi. The Book Nook is dedicated to donating and repurposing gently used books.

All Trustees were very thankful for the continued support and dedication of the Friends.

8. Public Comment

There was no public comment.

9. Student Representatives Report – June 2019

The Student Representative Report can be found on pages 18-20 of the July 25, 2019 Library Board packet.

Total participants in teen space for the 2018-2019 school year were 4,854. Trustee Yu inquired if the participant numbers for teen space for the school year were consistent with past years. Director Farkas explained that the number of participants dipped from last year. Advertising, marketing and the same outreach procedures were utilized. Director Farkas suggested there might be an opportunity to reach more teens with a new Café vendor, and the new iCube room. Teens attending the teen space are usually 9th and 10th graders. Trustee Yu recommended marketing the teen space program at school orientation.

Director Farkas thanked the Student Representatives for staying engaged during the summer months and encouraged them to enjoy their time until the end of August.

10. President's Report (Melissa Agosta)

A. Proposed Strategic Objectives summary document 2019-2022

Strategic Objectives can be found on page 21 of the July 25, 2019 Library Board packet. Trustee Dooley summarized the Strategic Objectives for 2019-2022 to the Library Board. Trustee Michener suggested a concise approach when preparing the document for the community. Additionally, Trustee Wood recommended a concise and broad approach. Trustee Yu recommended highlighting a strategic objective within each issue of the Engage Magazine. Trustee Dooley recommended providing public updates through video. Director Farkas was pleased with all recommendations and also wants to highlight the strategic objectives in the eNewsletter. Director Farkas is thankful to April Stevenson for her efforts in data collection for the Strategic Objectives.

B. 2018-2019 Library Goals

The FY 2018-2019 Library Goals are found on page 22 of the July 25, 2019 Library Board packet. This is the final time the Trustees will review the FY 2018-2019 goals.

C. 2018-2019 Goals Update (July, October, January, April)

The FY 2018-2019 Library Goals Update are found on pages 23-50 of the July 25, 2019 Library Board packet. Kindly review all the accomplishments of FY 2018-2019.

11. Treasurer's Report (Geoffrey Wood)

Treasurer Wood provided a printed summary of the Treasurer's Report.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Library Fund 268 Budget can be found on page 57 of the July 25, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 amended budget calls for revenue of \$3,043,355 and expenditures of \$3,076,480 consuming \$33,125 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 end of year Budget can be found on page 58 of the July 25, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 end of year budget calls for revenue of \$46,164 and expenditures of \$133,473 consuming \$87,309 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Expenditure and Revenue Report can be found on pages 55-57 of the July 25, 2019 Board packet.

- Revenue ending June 30, 2019 was \$3,122,771.
- Expenditures ending June 30, 2019 was \$2,789,716.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 58 of the July 25, 2019 Library Board packet.

- Revenue ending June 30, 2019 was \$77,688.
- Expenditures ending June 30, 2019 was \$112,334.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 59 and 60 of the July 25, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of June 30, 2019 was \$2,237,606.
- Ending Fund Balance for Fund 269 as of June 30, 2019 was \$1,672,782.

12. Director's Report

The Director's Report can be found on pages 61-66 of the July 25, 2019 Library Board packet.

Staff members celebrating anniversaries in August are:

- Rebecca Powell – Librarian – 19 years
- Elizabeth Kopko – Supervisor– 9 years
- Jessie Schenk – Librarian – 6 years

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 67-68 of the July 25, 2019 Library Board packet. Ms. Rutkowski included information about the software and hardware available to the public in the iCube. Also, a picture of Library patron, Nicole is included on page 67. Nicole suggested the addition of the height adjustable workstations which are now located on the 2nd floor in the Library.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on pages 68-72 of the July 25, 2019 Library Board packet. Mr. Perfect included the May and June 2019 reports. On page 72 is a photo of the stencil Mr. Perfect created in the iCube to paint a description on the dedicated parking spots available to charge electronic vehicle stations.

C. Information Services Report

The Information Service Report is found on pages 73-74, prepared by April Stevenson. Raising a Reader has 310 active participants logging 100 books or more, 1,218 logs received to date and 37,000 books read this month (June). Director Farkas will get a total for the year for Raising a Reader.

D. Support Service Report

The Support Services report is found on page 75, prepared by Maryann Zurmuehlen. Items checked out in June are 74,527.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 76-84. Included are the Fiscal Year End Statistics numbers.

F. Friends of the Novi Library

The Friends of the Novi Library meetings of the Board of Director Minutes for May 8, 2019, June 12, 2019, and July 11, 2018 (from the annual meeting a year ago) can be found on pages 85-93 of the July 25, 2019 Board packet.

G. Novi Historical Commission

Included on page 94 is the Novi Historical Commission Agenda for the July 17, 2019 meeting. The next meeting is scheduled for August 21 at 7pm.

Question and Answer Session following the Directors Report:

- Director Farkas and the Trustees are considering a Friday afternoon or an evening in January or February for the FY 2020-2021 budget session.
- Trustee Dooley mentioned that the Booked for the Evening needs to be removed from the 2019 Library Board Calendar.
- Trustee Michener inquired about the Novi School's Card Registration on page 75. Director Farkas said this comes out of central office and accommodates new families moving into the district completing paperwork.
- September is library card sign up. Director Farkas met with Superintendent Dr. Matthews. Director Farkas would like all district employees to receive a Library card at the end of August, when the educators return for the school year. Also, Director Farkas has a meeting with Mr. Gutman, Superintendent of Walled Lake Schools. Director Farkas is looking forward to working with the educators that serve Novi.
- Trustee Dooley suggested a future partnership with Novi schools utilizing Beanstack application for books read, which can unlock virtual rewards such as badges.
- Trustee Yu asked if an educator were to receive a Novi Library Card would they need to forgo their resident Library card. Director Farkas responded the educators would have access to everything available at the Novi Library and they would not be asked to relinquish their resident card.
- President Agosta acknowledged that it is the Libraries Fiscal Year end and took a moment to thank Director Farkas for the support she gives to the Library team and the Trustees as well as her work on the Financials and Goals.

13. Committee Reports

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

(Michener-Chair, Agosta)

- Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- No action at this time
- Director Farkas met with Sue Johnson and Carol Hoffman from Friends to go over the new draft of the Memorandum of Understanding (MOU) for Friends and Library Board. A few edits were proposed and will now be sent back to the attorney for final review. Friends will take the MOU to their August 14th meeting for approval, and then it will come to the Library Board for first draft review on August 22, 2019.
 - Policy Manual Booklets were distributed to Trustees.
 - Trustee Michener requested to be invited to future meetings with the Friends.

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

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

- Staff satisfaction and strategic planning survey on hold until further notice.
- Meeting held on Wednesday, July 17th at 5:00pm (Dooley, Agosta, Library Director Farkas, and Marcia Dominick) to discuss Library Director's salary compensation for expectations (score of 3) for further input from the Board for improvement for personal goals for 19/20.
 - Trustee Agosta stated if Board Members are unable to attend the mid-year or year-end evaluation sessions to remember to please provide Director Farkas with the written evaluations.
- Trustee Agosta will be taking on the Chair role for the HR Committee as Trustee Wood already has a Chair role with Finance.

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

(Wood – Chair, Messerknecht, Lawler)

- As of June 6th, received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review.
- Finance Committee met on Thursday, July 11th at 8:00 pm to look at the first draft of the Resolution for Endowment. Committee asked Director Farkas to follow-up with City of Novi Finance Dept. for any input based on other city endowment programs as well as with members of the Novi Parks & Rec Foundation for any insight that they may have into an endowment program.
- Based on April and May payments not received by café lease, Finance Committee recommended contacting the City Attorney for a letter to be drafted to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to be submitted to her by the attorney.
- Committee was presented with a summary of 2019/2020 Library related budget information that is compiled annually by the City Finance Dept. All Board members received this information in hard copy for review and informational purposes.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. Committee meeting set for Monday, August 5th at 2:00pm to discuss the Library Board Bingo idea and future marketing needs for the Library.
2. Events attended by Library Board Members in the last month:
 - June 26th: Sizzling Summer-Yu
 - July 10th: Sizzling Summer-Yu
 - Friends of Novi Library Annual Meeting – Agosta
 - July 11th: HR Training by Foster Swift for Library Board, Library Managers and Library HR (Agosta, Yu, Dooley, Messerknecht, Lawler, Farkas, Stevenson, Rutkowski, Zurmuehlen, Dominick)
 - July 13th: Car Show-Yu. There were 209 cars in attendance.
 - July 17th: Sizzling Summer-Yu

E. Strategic Planning Committee: Annual review of current plan

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

- Board received in email as well as hard copy (for informational purposes) a draft summary and the strategic planning data categorized in 7 areas of concentration: Collections/Electronic Resources, Technology, Marketing, Outreach/Services, Programming/Events, Building/Grounds and Staff Development. Director Farkas will be looking for any further additions/edits from the Board Members to the 1 page summary in order for the document to move to the design stage for staff/public communication.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. As of July 18, 2019 - nothing to report.
- Library Café – As of July 18, 2019: Payments for April and May for Café operations have not been received from Mr. Bernstein. A \$500 deposit is currently on hold for Mr. Bernstein to pick up pending payments made. At this time, the late payments violate the lease agreement. Finance Committee recommended contacting the City Attorney for a letter to be drafted to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to be submitted to her by attorney.
- Grounds- As of July 18, 2019: Drew Lathin, Bioswale vendor reports:

- 1) Parking lot swale is in pretty good shape now. Apparently the heat got it cranking. There is good diversity in there and empty places are filling in.
 - 2) The swale just south of the parking lot is getting better. Seeds from plants last year are now germinating and filling back in.
 - 3) The swale to the west is still in the worst shape and not very good right now. If only we can keep the mowers from driving into them. Facilities team will follow-up with lawn vendor.
- Lending Library Kiosk- There is a meeting scheduled for August 21st. The date for the unveiling has been moved up and will likely occur in the middle of May due to the City's calendar. Request from 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.
 - LED Lighting- As of July 18, 2019, the process to swap out the bulbs on the 2nd floor that experienced a ballast inconsistency has been initiated by the facilities team. No issues have been reported. The date of Wednesday, July 24 has been set to finalize the last few rows of lights that needed to be swapped out.
 - Library Van- A meeting took place on July 11th with City Fleet Manager, Mike Ratigan to discuss the purchase of the library van. It will be a 2020 Transit Van. Same details as proposed at budget time were discussed. An added feature of an electronic start on the vehicle for \$500 was added. Total cost: \$27,598 plus the cost of \$2,000 for a wrap. At this time we have budgeted \$28,500. There may need to be a budget adjustment for this capital expense in 983,000.

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.

14. Public Comment

There was no public comment.

15. Matters for Board Action

- A. Consideration of 3 additional days for library closings in 2020 and moving In-Service closure to May 2020 instead of August 2020 to accommodate training for the Lending Library for all staff.
 - Statistics for the possible closures are included on page 65.
 - Trustee Wood commented that May is a month high school students would utilize the Library. Director Farkas is looking into the possibility of closing a half-day in order to accommodate the high school or other possibilities.
 - Trustees will review the dates for library closings and discuss at the August meeting.

- B. Motion to approve the Library Director's salary compensation for 2019-2020 based on Library Board's performance evaluation results, which were discussed in closed session on June 27, 2019.

A motion was made to approve the 2.5 percent increase effective July 1st, which is in line with the City standards and a .5 percent one-time bonus.

1st— Tara Michener

2nd— Geoff Wood

The motion passed unanimously.

- C. B4: Meeting Room Rental and Use (1st draft, Attorney reviewed - still pending based on questions from staff members). The section highlighted in blue is an addition.
 - Trustees will revisit this at the August Board meeting.

D. Library Café Lease (1st draft, Attorney reviewed).

- Trustees will revisit this at the August Board meeting.
- Trustee Yu requested an address correction on the document

16. Adjourn

A motion was made to adjourn at 8:49 p.m.

1st— Tara Michener

2nd—Torry Yu

The motion passed unanimously.



September 26, 2019

Kat Dooley, Secretary

Date