



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
November 20, 2013**

**1. Call to Order and Roll Call**

**Library Board**

Mark Sturing, President  
Willy Mena, Vice President  
Larry Czekaj, Treasurer  
Larry Kilgore, Board Member  
David Margolis, Board Member

**Absent and Excused**

Scott Teasdale, Secretary  
Ramesh Verma, Board Member

**Student Representatives**

Jessica Mathew  
Ziyang Huang

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, 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 Mark Sturing, President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A motion was made to approve the November 20, 2013 Agenda as presented.

1<sup>st</sup> – Larry Czekaj  
2<sup>nd</sup> – David Margolis

The motion passed unanimously.

#### **4. Consent Agenda**

A motion was made to approve the November 20, 2013 Consent Agenda as presented.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – David Margolis

The motion passed unanimously.

#### **5. Correspondence**

##### **A. 10/24/13: Thank you – Author, Monica Wood**

Monica Wood, one of the Authors who took part in the Author Luncheon event on October 22, 2013, sent a written note to thank Julie for her time, and for connecting with her.

##### **B. 10/28/13: Thank you – David Cosman, Novi 5<sup>th</sup> Grade School Teacher**

Dave Cosman, teacher at Novi Meadows, sent a thank you note to Julie and Staff for helping his 5<sup>th</sup> grade students learn more about the Library. The kids had a lot of fun with the scavenger hunt.

##### **C. 10/24/13: Thank you – Nancy Maxwell Sweet Dreamz**

A letter was received from Nancy Maxwell, Executive Director for Sweet Dreamz, Inc. in Detroit, thanking the Library for donating books to support their projects.

##### **D. 11/13/13: Thank you – Maryanne Cornelius, City of Novi**

The Library received a letter from Maryanne Cornelius, Novi City Clerk, thanking the Library for serving as a voting precinct during the recent election.

#### **6. Presentation**

There was no presentation.

#### **7. Public Comment**

There was no public comment.

#### **8. President's Report**

##### **A. Library Goals Document 2013-2014**

The 2013-2014 Goals document is included on pages 17-19 of the November 20, 2013 Library Board Packet. Highlights include:

- The technology survey is available on the website and on paper form at the Library for the month of November.
- A new flyer was created for meeting room rental information.

- The Group Study Room Committee will be reviewing the results from the survey, and will determine the changes to be made in the fall.
- The Annual donor letter was sent out to the public as "A Year in Review". Information on the Library's fiscal audited figures for 2012-2013, will be made available to the public on the website and in a future Newsletter that will be sent out in January.
- The Board Fundraising Committee has met, and is moving forward with several new ideas.

## **9. Treasurer's Report**

### **A. Library Budget 2013-2014**

The 2013-2014 Budget dated March 20, 2013 is included in the November 20, 2013 Library Board Packet on pages 20-21.

### **B. Library Financials and Walker Fund – October 31, 2013**

The Library Financials and Walker Fund Reports ending October 31, 2013 is included in the November 20, 2013 Library Board Packet on pages 23-30.

Director, Julie Farkas received a note from Victor Cardenas, Assistant City Manager, in response to the question raised at the October Board meeting regarding the summer property tax revenue. The memo, included on page 22 of the November 20, 2013 Library Board Packet, indicated that while the Library has received its funds year to date, adjustments will be made. At present, the Library is about \$25,000 over the original budget estimate. At this point and time, the Library does not have a specific dollar amount for the adjustment; however, it will probably go back to the original budget amount, or to something less than that.

With four months into the year, or one third of the year through, the Walker Fund has a net expenditure of almost \$13,000 dollars exceeding revenues.

Year to date, the Library Fund has expended about one third of the current budget, and is about \$54,000 favorable to plan. The trend is headed in the right direction.

### **C. Library Café Revenue Report – due 15<sup>th</sup> of the Month – September 2013**

There was no report provided; not applicable.

## **10. Director's Report**

The Director's Report is included on pages 31-36 of the November 20, 2013 Library Board Packet. Highlights include:

### **Board Meeting Date Changes for 2014**

- The January meeting is scheduled for the fourth Wednesday, January 22, 2014, instead for the third Wednesday, due to the 2014 calendar.

- The April meeting is scheduled for Thursday, April 24, 2014, instead of the third Wednesday of the month.
- Both meeting will be held at the City of Novi Council Chambers for SWOCC taping.

### **Flex Tech Academy**

- Flex Tech Academy is a new alternative high school in Novi with a current enrollment of twenty students.
- Director, Julie Farkas, and Margi Karp-Opperer, Assistant Director of Public Services, were invited to the school to give a presentation on library services.
- The Library established a relationship with the staff and students at the new high school.

### **Voting Day, November 5, 2013 – Precinct 16**

- The Library had approximately 400 voters at the polling site.
- The polling site presented an opportunity to renew library cards and give cards to new patrons.

### **November 14, 2013: Community Reads – Mark Binelli's book: Detroit City is the Place to Be**

- Community Reads had 150 in attendance for the final event with the Author.
- The Author meet with approximately 300 students from the economic, journalism, and writing classes at the Novi High School.
- Over 700 patrons checked out the book.

### **November 15, 2013 – Staff in-Service Day**

- The Library was closed to the public for the day.
- The focus of the in service was "All About Novi".
- History of Novi was presented by Kathy Mutch – Thank you.
- City Manager, Clay Pearson presented on Novi now and its future – Thank you.
- Staff lunched at the Library Pub – Thank you.
- Staff had a guided tour of MSU's Tollgate Farm – Thank you Roy Prentice, Farm Manager.
- Staff toured the City of Novi on buses provided by the Novi Public School District.
- Department meeting were held in the afternoon.
- Thank you to Committee members, Mary Storch, Mary Robinson, Mike Postula, and Kristin Abate for coordinating the day.
- Thank you to the Library Board for giving staff a learning opportunity.

## **DSLRT/STATE AID and Library Journal Reports**

- These major reports are required annually.
- Currently working with Department Heads and getting a lot of statistics.

## **Teen Space**

- The number of teens using the Space has doubled from last year.
- There have been some behavior challenges this year, and Administration is working with the school and the Police Department.
- Students will now be required to present ID when entering the Teen Space.
- The monitors are doing a great job.

## **Michigan Library Association Conference – Staff Summaries**

Staff summaries are included on pages 32-36 of the November 20, 2013 Library Board Packet.

### **A. Fundraising Committee Update**

The Fundraising Committee Update is included on page 37 of the November 20, 2013 Library Board Packet.

### **B. Book IT Sponsorship Form**

The Book IT Sponsorship Form is included on pages 38-39 of the November 20, 2013 Library Board Packet.

### **C. Leadership Philosophy**

The Leadership Philosophy is included on page 40 of the November 20, 2013 Library Board Packet.

## **11. Additional Reports**

### **A. Public Service Report**

The Public Service Report is included on pages 41-42 of the November 20, 2013 Library Board Packet.

### **B. Building Operations Report**

The Building Operations Report is included on page 43 of the November 20, 2013 Library Board Packet.

### **C. Library Usage Statistics –October 2013**

The October statistics are included on pages 44-50 of the November 20, 2013 Library Board Packet. Highlights include:

- 409 Library Cards issued
- 66,952 items checked out
- Number of items borrowed from TLN – 4,022
- Number of items borrowed from MEL – 60
- Number of items loaned through TLN – 4,737
- Number of items loaned through MEL – 118

- Read Box – Adult 90; Youth 192
- 56.04% of all items checked out were completed on self-checkout stations
- Total circulation 66,952
- Daily average people using the Library was 1,008
- Early Literacy workstation usage 920
- Daily average Computer Logins 1,319
- Technology Sessions: 14 with 21 participants
- Check-outs Freegal 1,422; Overdrive 2,916; Zinio 578
- Charging Station Usage 4
- Meeting Room Rentals 35

## **12. Friends of Novi Library Report**

### **A. October 9, 2013 Minutes**

The Friends of Novi Library minutes for October 9, 2013 are included on pages 52-53 of the November 20, 2013 Library Board Packet.

### **B. Novi Life Magazine, November 2013 – Friends Hold Annual Blow-Out Book Sale**

The article is included on page 54 of the November 20, 2013 Library Board Packet.

Director, Julie Farkas, announced that the Friends had a successful book sale on Saturday, November 16, 2013. They were open from 10am-4pm, and took in \$1,000. The book sale was a great opportunity to make room for more donations.

## **13. Student Representatives' Report**

The Student Representatives' Report is included on page 55 of the November 20, 2013 Library Board Packet. Highlights include:

- The TAB meeting October 13, 2013 had 14 teens in attendance
- Programming for the upcoming year was discussed
- The Tween Advisory Board premiered October 30, 2013 at the Novi Middle School
- National Honor Society started a program to help kids in Teen Space who are struggling with academics, and to get volunteer hours
- Held "Dollars for College" night on November 19, 2013
- On November 21, 2013, TAB has scheduled the "Hunger Games" from 6pm-8pm
- Winter Craftiness is scheduled for December 13, 2013 from 4:30pm-5:30pm

## **14. Historical Commission Report**

There was no report provided.

## **15. Committee Reports**

### **A. Policy Committee (Margolis, Teasdale, Kilgore – chair)**

There was no report provided.

### **B. HR Committee (Kilgore, Verma – chair)**

There was no report provided.

### **C. Finance Committee (Czekaj, Teasdale, Margolis – chair)**

Planning a meeting in December for Walker Fund discussions

Victor Cardenas and his staff would like to meet with the Finance Committee at the Library, on Wednesday, December 11, 2013 at 7:00p.m.

In order to have some direction or guidelines for the upcoming Finance Committee meeting on December 11, 2013, Trustee Margolis requested an informal survey from Board members present as to how they would like to invest or allocate the combined Funds.

### **Fundraising Committee (Sturing, Mena – chair)**

Meeting Held-November 2, 2013

The report is included on pages 37-39 of the November 20, 2013 Library Board Packet.

The report is a recap of current Fundraisers and new ideas for 2014-2015.

### **D. Strategic Planning Committee (Kilgore, Sturing, Mena – chair)**

There was no report provided.

### **E. Building/Landscape Committee (Kilgore, Margolis, Czekaj – chair)**

There was no report provided.

## **16. Public Comment**

There was no public comment.

## **17. Matters for Board Action**

There were no matters for Board Action.

### **Future Events Comments**

- Light up the Night at City of Novi and Novi Public Library is on Friday, December 6<sup>th</sup> from 6pm-9pm.
- Novi Historical Commission meeting for November 27<sup>th</sup> is cancelled and rescheduled for Wednesday, December 4<sup>th</sup> at 2pm
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## **18. Adjourn**

A motion was made to adjourn the meeting at 8:14 p.m.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – Willy Mena

The motion passed unanimously.

*Mark A. Sturing*

December 18, 2013

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Mark Sturing, President

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Date