



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 19, 2014**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President, Interim Secretary
Larry Czekaj, Treasurer (7:17 p.m. arrival)
John Lesko, Board Member
David Margolis, Board Member
Craig Messerknecht, Board Member
Ramesh Verma, Board Member

Student Representative

Jessica Mathew

Student Representative

Absent and Excused

Ziyang Huang

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative 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

Library Board President, Mark Sturing requested two items be added to the agenda under the **Presidents Report**, **8B. Committee Vacancies** and, **8C. Nomination Committee**.

A motion was made to approve the March 19, 2014 Agenda as amended.

1st – Ramesh Verma

2nd – Willy Mena

The motion was passed unanimously.

4. Consent Agenda

Director Julie Farkas informed the Board of a change to the March 1, 2014 Budget Study Session minutes under Direction:

- Find \$65,000 in the budget to cover the cost of the stipend and security cameras.

A motion was made to approve the March 19, 2014 Consent Agenda as amended.

1st – David Margolis

2nd – John Lesko

The motion was passed unanimously.

5. Correspondence

A congratulatory letter was received by Margi Karp-Opperer from Nicole Gibby Munguia of the Young Adult Library Services Association (YALSA) on the Novi Library winning the programs publication giveaway. Ms. Munguia also thanked the Library for the work it's doing with our teen population.

6. Presentation

There was no presentation provided.

7. Public Comment

There was no public comment.

8. President's Report

A. Goals Document 2013-2014

The 2013-2014 Goals document is located on pages 34-37 of the March 19, 2014 Library Board Packet. Highlights include:

- Netbooks updated to Surface tablets for roving reference staff.
- MacBook Pro Laptop available for patron use.
- Mac workstations being investigated.
- Uploading of photos from digital cameras at workstations.
- Homeowner Association presentations (3).
- A tour and information provided to Farmington Community Library staff regarding Teen Space.
- Fundraising Events:
 - Scrapbook for a Cause raised \$450

- On the Road to be held on April 30
- Met with City of Novi Community Development regarding the outstanding plumbing issues.
- Met with City of Novi regarding possible changes to the phone system.

B. Committee Vacancies

President Sturing appointed the following Board members to fill Committee vacancies:

Craig Messerknecht:

- Policy Committee
- Strategic Planning Committee
- Landscaping Committee

David Margolis

- Policy Committee (chair)

John Lesko

- Policy Committee
- Fundraising Committee
- HR Committee

Ramesh Verma

- HR Committee

Mark Sturing

- Finance Committee

C. Nomination Committee (ad hoc committee)

President Sturing appointed Craig Messerknecht and himself to the ad hoc Nomination Committee. Votes will be taken at the April 2014 Board meeting. Board members holding office cannot serve more than two consecutive years in an office position.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the March 19, 2014 Library Board Packet on pages 38-39.

B. Library Financials and Walker Fund – February 28, 2014

The Financials and Walker Fund Reports ending February 28, 2014 are located on pages 40-45 of the March 19, 2014 Library Board Packet. The Balance Sheet for the Library and Walker Fund are located on pages 46-47 of the March 19, 2014 Library Board Packet.

The Finance Director at the City of Novi has offered to provide a quarterly report to the Library Board.

C. Proposed 2014-2015 Library Budget

The Proposed 2014-2015 fiscal year Library Budget will be discussed in **Section 16. Matters for Board Action, Item A. Proposed 2014-2015 Library Budget.**

D. Library Café Revenue Report – due 15th of the month – February 2014

There was no report provided as the funds were not received by the time of this meeting.

10. Director's Report

The Director's Report is provided on page 51 of the March 19, 2014 Library Board Packet.

- Julie provided the Library Board with an updated narrative and revised budget figures based on the requests of the Library Board.
- Community Read is in its 5th year. The Library partners have met, but have not chosen a book for this year's event.
- Clay Pearson, City Manager for the City of Novi, has resigned and has taken a position in Texas. Clay and his wife, Jennifer, were huge supporters of the Library and will be missed.
- Julie met with a number of community organizations and patrons over the month including, Fox Run, Rotary, and TLN Ex-Comm.
- A monthly meeting will be held with the Teen Space partners to discuss the Teen Space, i.e. programming and means of improving the program.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 52-53 of the March 19, 2014 Library Board Packet.

Highlights include:

- Beyond Books Cable Show taping occurred
- Many programs for adults, teens, tweens and youth were held at the Library and were well attended.
- Staff visited local schools.
 - Tween Book Club held at the Novi Middle School.
 - The promotion of children's authors to third graders.
- Featured Collections - Adults:
 - Downton Abbey
 - 2014 Sochi Olympics
 - Black History Month
- Featured Collections – Youth:
 - Prominent African American Authors
- Featured Databases:
 - Little Pim (Language Database for Children)
 - Zinio

B. Building Operations Report

The Building Operations Report is provided on page 54 of the March 19, 2014 Library Board Packet.

Highlights include:

- The snow continues to be a major factor this winter.
- A new cleaning service started in February and they are doing a wonderful job.
- A leak in the vestibule was reported and repaired. The leakage was due to the extensive snow that gathered on the overhang.

- Upgrades to servers were completed.

C. Library Usage Statistics –February 2014

The February statistics are located on pages 55-62 of the March 19, 2014 Library Board Packet.

Highlights include:

- 268 Library cards issued
- 59,205 items checked out
- Number of items borrowed from TLN – 3,832
- Numbers of items borrowed from MEL – 78
- Number of items loaned through TLN – 4,481
- Number of items loaned through MEL – 99
- 55.56% of all items checked out were completed on self –checkout stations
- Total circulation – 59,205
- Daily average people using the Library was 1,027
- Early Literacy workstation usage 718
- Daily average Computer Logins- 1,470
- Technology Sessions - 27 with 29 participants
- Check-outs Freegal-1,190; Overdrive - 3,718; Zinio- 551
- Charging Station Usage - 1
- Meeting Room Rentals - 51

12. Friends of Novi Library Report – No Meeting in February 2014

The Friends did not hold a meeting in February 2014.

12. Historical Commission Report

A. Proposed 2014-2015 Budget

The 2014-2015 fiscal year proposed budget is included on pages 63-64 of the March 19, 2014 Library Board Packet.

The Historical Commission's proposed 2014-2015 fiscal year budget is \$13,500.

B. January 22, 2014 Board Minutes – Draft

The January 22, 2014 draft Historical Commission Minutes are included on pages 65-66 of the March 19, 2014 Library Board Packet.

The Historical Commission has created eight (8) display markers that will be placed in five (5) different locations throughout Novi highlighting Novi historical sites. This project was created in part with grant funds and funds provided by the Historical Commission. The Historical Commission worked in conjunction with the Motor Cities National Heritage Project to create the markers. The weatherproof markers are 3'x3' and placed on stands in the historical areas. A presentation will be made to City Council in early summer 2014. The Historical Commission is planning an unveiling of the project with a large presentation and providing maps indicating site locations.

Historical markers include:

- Walled Lake Casino
- Shores of Walled Lake
- Michigan State University's Tollgate Farm
- Grand River Avenue
- Novi Corners – Novi Road and Grand River Avenues
- Train Station and Grand River Bridge
- The Novi Special race car
- Walled Lake Amusement Park

13. Student Representatives Report

The Student Representative's February 2014 Report is provided on page 67 of the March 19, 2014 Library Board Packet. Highlights of the report include:

- Programs:
 - Blind-Date with a Book program had 17 in attendance.
 - Teen Space held 19 sessions this month with 716 in attendance.
 - A Tween Advisory Board meeting was held at the Novi Middle School with 9 students in attendance.
- Upcoming Programs:
 - Handwriting Analysis – March 14 at 4 p.m.
 - Divergent Initiation – March 21 at 4:30 p.m.
 - Spring into Spring Craftiness – April 4 at 4:30 p.m.

14. Committee Reports

A. Policy Committee (Lesko, Messerknecht, Margolis – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

C. Finance Committee (Czekaj, Sturing, Margolis – chair)

There was no report provided.

D. Fundraising Committee (Lesko, Sturing, Mena – chair)

There was no report provided.

E. Strategic Planning Committee (Messerknecht, Sturing, Mena – chair)

There was no report provided.

F. Landscape Committee (Margolis, Messerknecht, Czekaj – chair)

There was no report provided.

15. Public Comment

There was no public comment.

16. Matters for Board Action

A. Proposed 2014-2015 Library Budget

There were two productive Budget Study Sessions held prior to the presentation of the March 19, 2014 draft of the 2014-2015 fiscal year budget being presented to the Library Board for approval this day. A thank you was provided by the Board to the Director and staff for bringing figures in line with what the Board requested.

Changes presented to the Library Board of the 2014-2015 draft March 19, 2014 budget are highlighted in blue indicating changes in the figures. Not included in the March 19, 2014 draft budget is the cost to repair the following issues:

- Plumbing (\$14,000)
- Phone (\$15,000)
- Main entrance (\$10,550)

The Library Board suggested that the Walker Fund be kept separate and used for capital expenses and not used for operations.

A motion was made to accept the proposal as submitted.

1st – David Margolis

Discussion:

- Capital Outlay - \$39,550 including plumbing, main entrance, phone
- Change Total Expenditures from \$3,016,650 to \$3,056,200.
- Investigate having the Library's phone system contained completely in-house by taking (purchasing) the server located at the City and bringing it to the Library.
- Change fund balance usage from \$450,450 to \$490,000.

A motion was made to accept the amended proposed budget that shows a net maximum deficit for fiscal year ending 6/30/2015 of \$490,000.

1st – David Margolis

2nd – John Lesko

The motion was passed unanimously.

It was suggested that the Finance Committee or Board meet this year to discuss the 5-year plan to find items to cut or discuss sources of revenue.

Request Julie think about the number of hour's staff is here when the Library is not open.

Recognition of the 2015-2016 projected fiscal year budget was discussed.

A motion was made to adopt the projected 2015-2016 fiscal year budget as presented.

1st – Larry Czekaj

2nd – Ramesh Verma

The language of the motion was changed to the following:

A motion was made to acknowledge the projected 2015-2016 fiscal year budget as presented.

1st – Larry Czeka
2nd – Ramesh Verma

The motion was approved unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 9:10 p.m.

1st – Willy Mena
2nd – Larry Czeka

The motion was passed unanimously.



April 24, 2014

Willy Mena, Vice President, Interim Secretary

Date