



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
May 21, 2014**

1. Call to Order and Roll Call

Library Board

Willy Mena, President
David Margolis, Vice President
Larry Czekaj, Treasurer
Ramesh Verma, Secretary
John Lesko, Board Member
Craig Messerknecht, Board Member
Mark Sturing, Board Member

Student Representatives

Jessica Mathew
Ziyang Huang

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

Guests

Diana Gertsen, Novi Public Library Office Assistant
Margi Karp-Opperer, Novi Public Library Assistant Director
Elizabeth Lang, Novi Public Library Information Services Librarian
Tom Laszlo, City of Novi resident
Mark Adams, City of Novi resident

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 Willy Mena, President at 7:01 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 May 21, 2014 Agenda as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the May 21, 2014 Consent Agenda as presented.

1st – Mark Sturing

2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

A. Historical Findings in Pavilion Shore Park – Historical Commission – Chair, Kathy Crawford and Guest, Tom Laszlo

Tom Laszlo, Novi resident, presented to the Novi Historical Commission a shadowbox containing his findings from the Pavilion Shore Park site for days gone past of the Walled Lake Amusement Park time. Some of the items contained in the box are sun bathers' locker tags, pieces of bath tiles, lipstick cases, coins, and more. A slide presentation of the former Amusement Park was presented. Library Board President, Willy Mena, presented Mr. Laszlo with a certificate of recognition and thanked him for his donation.

Mark Adams, Novi resident, also commented on his findings from this time period that he will also be donating to the Novi Historical Commission.

Kathy Crawford was not able to be present.

B. A Year In Review – Student Representatives, Jessica Mathew and Ziang Huang

Jessica Mathew and Ziang Huang presented a slideshow of their accomplishments during their tenure as Library Board Student Representatives for 2013-14. Some items that were highlighted were the Outreach Goals; TAB (Teen Advisory Board); What Did We Do; Summer Reading Program Internships; Teen Space, and more.

C. Recognition of Student Representative Jessica Mathew, 2 years of service on Library Board

Jessica Mathew spent the last two years on the Library Board as Student Representative. Jessica was thanked for her many contributions to the Board and the Library. She was presented with a certificate of recognition and parting gifts.

D. Recognition of Diana Gertsen, 25 years of service at Novi Public Library

Diana Gertsen was recognized for her 25 years with the Novi Public Library and thanked for her service.

7. Public Comment

Mark Adams, long-time Novi resident, announced that he, too, will be donating items collected over the years from the Walled Lake Amusement Park site to the Novi Historical Commission.

8. President's Report

A. Goals Document 2013-2014

The 2013-2014 Goals document is located on pages 17-26 the May 21, 2014 Library Board Packet. Highlights include:

- Karen Kapchonick, Older Adult Services Manager for the City of Novi, met with Library staff to discuss engaging the older adult population in attending book discussions which are planned to be held at the Meadowbrook Activity Center.
- A program was held at the Library introducing the culture and religion of Arab Christians, Arab Jews, and Arab Muslims.
- The cost for renting meeting room space at the Library will change effective July 1, 2014.
- The Library Network introduced *Enterprise*, a new online catalog.
- Two additional Read Boxes were created by the City DPS Department and are to be painted by local artists and placed in the ITC Park and Rotary Park. Novi Rotary provided funds to create and paint each of the boxes. Lakeshore Park holds the first Read Box.

B. Director's Annual Evaluation – June 18, 2014

The Library Board will be completing Director Julie Farkas' annual evaluation at the June 18, 2014 Library Board Meeting. Julie has requested the evaluation be completed in executive session.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the May 21, 2014 Library Board Packet on pages 27-28.

B. Email from Jessica Dorey, Deputy Finance Director – May 15, 2014

Memo dated May 15, 2014 from Jessica Dorey, Deputy Finance Director, is provided on page 29 of the May 21, 2014 Library Board Packet. The email addresses the incorrect amounts in the Available Balance column on the GL Activity Report. The corrections should be completed by June 1, 2014.

C. Library Financials and Walker Fund – April 30, 2014

The Financials and Walker Fund Reports ending April 30, 2014 are located on pages 30-35 of the May 21, 2014 Library Board Packet.

D. 2013-14 Budget for 269 Walker Library Fund

The 2013-14 Budget for the 269 Walker Library Fund for period ending May 31, 2014 is located on page 36 of the May 21, 2014 Library Board Packet. The Board discussed keeping the Library Account 268 and the Walker Fund 269 as separate accounts.

E. Library Café Revenue Report – due 15th of the month – April 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 pages 37-38 of the May 21, 2014 Library Board Packet. Highlights of the report are:

- On May 6, 2014, the Novi Schools went for a bond and were successful.
- The Friends held their 28th Annual Book and Author Luncheon at Fox Hills Golf and Banquet Center and it was a huge success. They host this event in partnership with the Friends of the Plymouth, Canton, and Northville Libraries. This year the author was Mardi Jo Link, a Michigan author.
- The City's DPS Department completed construction of the two additional Read Boxes. One will be painted by a local artist and the other artist is to be determined. Boxes are planned to be placed in the ITC and Rotary Parks by early June.
- A t-shirt fundraiser is being worked on with hopes it will be available by the time of the summer reading program.
- With the retirement of Diana Gertsen, interviews are being completed for an Office Assistant. The position will be changed from a 40-hour full time position to an 18-hour position.
- Julie Farkas has been out in the community attending various meetings and connecting with local business owners.
- The Finance Committee and Julie met with Director of Finance for the City of Novi, Carl Johnson, and discussed possible changes to the Library's finances. The agenda for this meeting is located on page 38 of the May 21, 2014 Library Board Packet.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 39-40 of the May 21, 2014 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided on pages 40-41 of the May 21, 2014 Library Board Packet.

There are now five ways for patrons to keep track of items they have borrowed from the Library.

Julie Farkas is now a published author in the May 2014 issue of the Journal of Library Administration with "Look at the Leader". The article was written in coordination with former City Manager, Clay Pearson, and highlights the partnership between the City of Novi and the Library.

Nice comments were made by a patron regarding the Library and its staff to Trustee Messerknecht while he was manning the Welcome Desk. The patron even provided a donation.

C. Library Usage Statistics – April 2014

The April statistics are located on pages 42-49 of the May 21, 2014 Library Board Packet. Highlights include:

- 312 Library cards issued
- 64,252 items checked out
- Number of items borrowed from TLN – 3,844
- Number of items borrowed from MEL – 86
- Number of items loaned through TLN – 4,372
- Number of items loaned through MEL – 81
- 56.70% of all items checked out were completed on self – checkout stations
- Total circulation – 64,252
- Daily average people using the Library was 1,488
- Early Literacy workstation usage 844
- Daily average computer logins – 1,420
- Technology Sessions – 17 with 33 participants
- Check-outs Freegal – 1,929; Overdrive – 3,972; Zinio – 646
- Charging Station Usage – 3
- Meeting Room Rentals – 32
- Library App Visits – 22,503

A touchscreen demonstration display screen was obtained from OverDrive by Librarian Mary Robinson and is available near the first floor information desk.

D. Friends of Novi Library DRAFT Meeting Minutes – April 23, 2014

On Saturday, May 17, the Friends joined forces with the Novi Public Library and MSU Tollgate to bring to the community "Growing Together". The event was held at MSU Tollgate Farm from 1-3 p.m. bringing a variety of activities for the family. There were over 300 in attendance for this special event. At this event, Julie brought with her a map of Novi and asked each family to use a pushpin to indicate where they resided. Once the event was completed, the map showed that there were families in attendance from all parts of Novi. It was determined that the marketing being completed at the Library is reaching all corners of the City. The map will be brought back for Fall for Novi and other large events.

The Friends will be holding their annual meeting and will be electing officers for the 2014-15 year. Up for election are:

- President – Sue Johnson
- Vice President – Carol Bauer
- Treasurer – Marilyn Amberger
- Secretary – Julie Abrahms

Julie Farkas stated that exiting President Patrick Brunet did a fabulous job during his term in office and was thanked for all he provided the Friends and the Library.

The Friends and the Library are planning a fall event to thank their Friends and Supporters. It is scheduled for Friday, October 24 from 7-9 p.m.

E. Historical Commission Report

There was no Historical Commission Report available at the time of this meeting.

12. Student Representatives Report

The Student Representatives Report is provided on page 52 of the May 21, 2014 Library Board Packet. Highlights include:

- Programs:
 - Teen Advisory Board (TAB) Meeting with 8 teens discussed the Summer Reading Program
 - Teen Book Club – 8 in attendance
 - Spring Craftiness Program – 6 teens in attendance
 - Teen Space held 15 sessions this month with 558 in attendance
 - Teen Writing Contest – From January – March, the teens held a writing contest for a chance to win Barnes & Noble gift cards with 14 participants. The winners are:
 - 1st Place – Alina Haque, 11th grader at Northville High School for a short story titled "The Election Party"

- 2nd Place – Lauren Matson, 12th grader at Novi High School for a poem titled “Morning”
- 3rd Place – Vaishnavi Parankusham, 9th grader at Novi High School for a poem titled “The End”
- Upcoming Programs:
 - Summer Teen Volunteer Orientation – June 2 & 4 at 4:30 p.m.
 - Tie Dye Day! – June 17 at 3 p.m.

13. 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.

The HR Committee will meet to discuss the Director's Evaluation.

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

1. Meeting Agenda – May 7, 2014

The May 7, 2014 Finance Committee Meeting agenda is located on page 28 of the May 21, 2014 Library Board Packet.

2. Adoption of 2013-2014 Budget for Walker Fund 269

To set the 2013-2014 Budget for the Walker Fund 269 Total Revenue at \$40,000, and the Total Appropriations at \$40,000 providing for a Net Fund Balance of zero.

It is the recommendation of the Finance Committee to adopt the Walker Fund budget for the 2013-2014 fiscal year for period ending 6/30/14.

A motion was made to adopt the 269 Walker Library Fund.

1st – Mark Sturing

2nd – Larry Czekaj

The motion was passed unanimously.

3. Transfer Funds – Walker Library Fund 269 to Library Fund 268

The Finance Committee suggested not to transfer the funds.

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. Building/Landscape Committee (Margolis, Messerknecht, Czekaj – chair)

There was no report provided.

14. Public Comment

There was no public comment.

15. Matters for Board Discussion

A. Driver's License Verification Policy – additional changes/edits pending for 6/18/14 meeting

It was suggested to bring the Driver's License Verification Policy to the June 18, 2014 Library Board Meeting.

B. Transfer funds – Walker Library Fund 269 to Library Fund 268

The retitling of the Walker Library Fund 269 for the 2014-25 fiscal year is to be brought to the June 18, 2014 Library Board Meeting for discussion.

16. Matters for Board Action

A. Adoption of 2013-2014 Fund 269 Walker Library Fund

The adoption of the 2013-14 Fund 269 Walker Library Fund was addressed in **Section #13, Committee Reports, Item C. Finance Committee.**

17. Adjourn

A motion was made to adjourn the meeting at 8:38 p.m.

1st – Jessica Mathew

2nd – Ziyang Huang

The motion was passed unanimously.



June 18, 2014

Ramesh Verma, Secretary

Date