



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 18, 2015**

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

**Library Board**

David Margolis, President  
Larry Czekaj, Treasurer  
Ramesh Verma, Secretary  
Craig Messerknecht, Board Member  
Tara Michener, Board Member  
Mark Sturing, Board Member

**Library Board Absent/Excused**

John Lesko, Vice President

**Student Representatives**

Ziyang Huang (departed at 7:13 p.m.)

**Student Representatives Absent**

Ruchira Ankireddygari

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director, Building Operations  
Marcia Dominick, Administrative Assistant

**Guests**

City of Novi Councilmember, Laura M. Casey

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 David Margolis, President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A request was made to move Item **9C, Library Café Update by Gary Bernstein** to Item **11F**, under the **Director's Report** on the agenda.

A motion was made to approve the Approval and Overview of the Agenda as amended.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Mark Sturing

The motion was approved unanimously.

**4. Consent Agenda**

**A. Approval of Claims and Warrants L527**

A motion was made to approve the Claims and Warrants L527 as presented.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

**B. Approval of Regular Meeting Minutes – January 21, 2015**

A motion was made to approve the Regular Meeting Minutes of January 21, 2015 as presented.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

**5. Correspondence**

A letter of thanks was sent to Information Services Librarian, Maureen Simari, and Mona, a Michigan Works program presenter, for their informative presentation – Job-Seekers Toolbox. The Novi Public Library and Michigan Works partnered to bring this worthwhile workshop to the public.

Emily, a student at Wayne State University, thanked the staff for allowing her to observe the Information Services staff for a class assignment. She plans on returning again in March to continue the observation.

## **6. Presentation**

### **A. Recognition of Treasurer, Larry Czekaj, for 9 years of dedicated service to the Novi Public Library Board**

Trustee, Larry Czekaj, has served on the Library Board for nine (9) years as Trustee and held a term of office as Treasurer during this time. He also served on the Building Authority and was instrumental in the construction of the new Novi Public Library building. The Library Board and staff thank him for his dedication to the Novi Public Library.

### **B. Recognition of President, David Margolis, for 6 years of dedicated service to the Novi Public Library Board.**

Trustee, David Margolis, has served on the Library Board for six (6) years as Trustee and held the office of Treasurer, Vice President and President. The financial contributions he's made to the organization have been valuable. He and his wife, Terry, have also made contributions to the Library in support of youth and older adults. The Library Board and staff thank him for his dedication to the Novi Public Library.

As a former colleague to each of the out-going Library Trustees, City of Novi Councilwoman, Laura M. Casey, thanked each of them for serving on the Library Board and for the tremendous contributions they both provided.

## **7. Public Comment**

There was no public comment.

## **8. Student Representatives Report**

The Student Representatives Report is provided on pages 13-14 of the February 18, 2015 Library Board packet. Highlights include:

- Programs:
  - Teen Knitting – 3 attended
  - Minecraft – 25 attended
  - Teen volunteers – 18 attended
  - Teen Space - 594 attended
  - Teen Advisory Board (TAB) – 17 attended

Upcoming Programs/Events for TAB:

- Manga Club – February 5
- Teen Advisory Board, Chinese New Year Cooking – February 20
- Sit N' Stitch Teen Knitting Group – February 21
- Late, Locked In, and Loud – February 27

The Library is hosting a program on Solomon Northrup's life story (12 Years a Slave) and the TAB has informed the students of Catholic Central, Detroit Country Day and Novi High School of the upcoming program.

## **9. President's Report**

### **A. Goals Update – February 2015**

The Novi Public Library 2014/2015 Goals for reporting February 2015 can be found on pages 15-19 of the February 18, 2015 Library Board packet.

Highlights for the monthly goals are:

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
  - Strategy – Consider adding new collections and services.
    - Tactic – Investigate adding new and more interactive play components for youth.
      - Inquiring with Burgeon Group to look into new play components.
  - Strategy – Partner with City of Novi and Novi School District.
    - Tactic – Engage IT departments in g quarterly meetings to review opportunities for resource sharing, technology best practices and education.
      - City and Schools to participate in meeting and demo of visual tour from LunaTech3D.
    - Tactic – Maintain open communication between Library and City Facilities departments through regular meetings.
      - Established quarterly meeting schedule and held first meeting on January 27, 2015.
- Goal#2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
  - Strategy – Investigate and implement changes that save money.
    - Tactic - Work with managers for budget planning
      - Held budget sessions with all managers.
  - Strategy – Seek funding through grants.
    - Tactic – Investigate opportunity for 3-D printer grant funding.
      - Grand not awarded to Library.
    - Tactic – Investigate opportunity for a Teen materials grant.
      - Potential grant would be \$5000 from YALSA/ALA for Young Adult collection growth in all formats.
    - Tactic – City Council Early Budget Input Session, January 10, 2015
      - Trustee Margolis and Director Farkas attended.
    - Tactic – Maintain ties with government officials.
      - Director and other staff attended swearing in of State Representative Kathy Crawford on January 2, 2015.
- Goal # 4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
  - Strategy – Engage the Older Adult community in Library programs and services.
    - Tactic – Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services,

resources and technology (providing no fee transportation to Library )

- Attended "Boomer University" meetings at OakPointe Church to plan April 18, 2015 event with area libraries and Novi Office of Older Adults.
- Novi Older Adult Services Board member hosted program on Dementia on January 30, 2015 at the Library.
- Staff has been active on the City of Novi Older Adult Advisory Board attending monthly meetings.
- Strategy – Increase/implement programming opportunities for each patron group.
  - Tactic – Increase use of the Youth Activity Room with more crafts, hands-on events, etc.
    - Held first of three planned art classes taught by Novi High School Art Club students with 26 attendees.
  - Tactic – Investigate holding more after-hours events for all age groups
    - Held after-hours Minecraft program with 25 attendees in the computer lab on January 30, 2015, with another planned for March 2015.
  - Tactic – Provide cultural programs (music, authors, poetry, festivals) from around the world.
    - Mexican Cultural program with 41 patrons attending included videos, PowerPoint and costumes representing the country, culture, and people.
  - Tactic – Institute a cultural advisory board to gain program, resource, services and technology feedback.
    - Attended January Cultural Advisory Board.
  - Tactic – Showcase cultures, religious experiences; teaching different languages by community members.
    - Planning a program with local Japanese Mothers to address "semi-lingual" issues.
- Strategy – Provide up to date technology and resources.
  - Tactic – Investigate technology more in depth; online resources, loaning of tech tools, hands-on experience (technology "petting zoo")
    - Introduced two story time apps in Baby Time and Tot Time to analyze the effectiveness of technology in story times.
  - Tactic – Improve online public catalog.
    - TLN Shared Automation System Users reviewing options for upgrade or change of vendor.
    - Staff attended demos held at Library for SirsiDynix, Polaris/III and TLC/CARL.

- Strategy – partner with the Novi School District.
  - Tactic – Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events.
    - Attending the MLK Day celebration at Brightmoor Church with other members of the City and community.
  - Tactic – Increase activities with Novi and other area school districts.
    - Met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits.
  - Tactic – Investigate and add new collections/pathfinders based on interests and needs of patrons.
    - Updated youth DVD “Classic Movies” list.
    - Created new youth DVD list “Once Upon a Time and other Fantastical Tales” for binder and website.
    - Medical/health section added to Homework Resource Center.
- Goal#6: Promote the Library in Novi’s residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.
  - Strategy – Increase awareness of services, collections, programs and technology.
    - Tactic – Promote NPL through participate in community groups.
      - NPL and other Neighborhood Library Associate members now sharing event info in each other’s newsletters.
- Goal#7: Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library’s services, collections, programs and technology.
  - Strategy – Review past fundraising and plan future fundraising.
    - Tactic – Continue “On the Road” series.
      - Fall trip is being planned
    - Tactic – Scrapbook for a Cause
      - Scheduled for Saturday, February 28, 2015. This event is sold out with over 20 attendees; two vendors will be in attendance; Tony Sacco’s Coal Oven Pizza and Penn Station are providing the food for the attendees.
- Goal#8: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
  - Strategy: Maintain best practices and policies.
    - Tactic – State Aid Report
      - Report submitted to Library of Michigan January 28, 2015.
    - Tactic – Determine how to better serve special needs groups.

- Julie Farkas and Wendy Teagan met with Rehab Managers at New Horizons.

Trustees inquired about the status of the QSAC standards. Mary Ellen Mulcrone stated that the Library has acquired Level 1 of the three levels of standards, which needs to be resubmitted every three years. The Library is still committed to the process of being granted all three levels.

**B. Consideration for adding a new Committee – Events/Marketing**

After Board discussion, it was determined to change the Fundraising Committee to Events/Marketing Committee. The Trustees were opposed to having a Board member involved on a regular basis in the daily planning of events. The role of the Board members would be to push out information and make the public aware of upcoming events and introduce programs.

**10. Treasurer's Report**

**A. Library Budget 2014-2015**

The 2014-2015 Budget dated March 19, 2014 with updates dated December 17, 2014 and January 31, 2015 is included in the February 18, 2015 Library Board packet on pages 20-22.

**B. Library Financials and Contributed Fund**

The Library Financials and Contributed Funds for period ending January 31, 2015 are located on pages 23 -27 of the February 18, 2015 Library Board Packet.

Trustee Margolis provided a hand-out of the Library's 2014-2015 Budget Comparisons dated February 18, 2015 to be used as reference for the Budget Study Session scheduled for Saturday, February 21, 2015. The document includes the fiscal year periods of 2011/12; 2012/13; 2013/14; the current fiscal year's budget; and the forecasted 2015/16, which will be discussed at the Study.

The Treasurer indicated that based on the usage of the 2014/15 budget, they don't anticipate using all of the projected fund balance that was allocated. It is anticipated that there will be approximately \$150,000 less of the fund balance used, so instead of the approved \$490,000, it is anticipated only \$350,000 will be utilized. The Director and staff have done a wonderful job with keeping on the right side of spending.

The Balance Sheet shows a Total Liabilities and Fund Balance for the 268 account at \$2,909,882.20. The Balance Sheet shows a Total Liabilities and Fund Balance for the 269 Contributed Fund at \$1,608,161.98.

President Margolis thanked Treasurer, Larry Czekaj, for his service to the Library Board.

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

The Director's Report is provided on pages 44-48 of the February 18, 2015 Library Board packet.

- As a fundraiser for the Library, Julie Farkas is working with Michael Korson from myCouponGenie to save Novi residents hundreds of dollars from local merchants with the use of the myCouponGenie app, which can be downloaded on their iPhone or Android device.
- On Tuesday, April 28, 2015, 7 p.m. at the Novi Middle School, the Novi Public Library and the Novi Community Schools have teamed up to talk about Students for Success – A School District Reading Together. There will also be a meet the author event with Dr. John Ratey, who wrote the book “SPARK, The Revolutionary New Science of Exercise and the Brain.” The book is available for check out at the Novi Public Library, at your Novi School library, or can be purchased at Barnes & Noble in Northville.
- On Wednesday, March 18, 2015, the Novi Public Library, City of Novi, and Novi Chamber of Commerce are co-hosting an Author Presentation & Networking Lunch with Richard Sheridan, CEO of Menlo Innovations. The event will take place at the Novi Civic Center starting at 11 a.m. Sponsors for the event are Interior Environments and Eberspacher with lunch being provided by Carrabba's Italian Grill of Novi.
- A fun event for your Grades K-12 will be held at Paradise Park on Friday, April 17, 2015. Students will enjoy laser tag, miniature golf, climbing walls and many other activities. Please see the Library's website for times and costs.

### **A. Public Services Report**

The Public Service Report, provided by Assistant Director Margi Karp-Opperer, can be found on pages 31-32 of the February 18, 2015 Library Board Packet.

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

The Building Operations Report is provided by Assistant Director Mary Ellen Mulcrone, can be found on the page 33 of the February 18, 2015 Library Board Packet. Highlight includes:

- Transitioning of the telephone system took place in January 2015 separating service from the City's system to a standalone. The menus are slightly different, but no major issues. There was a cost savings with the transition which came in at half the anticipated cost.

A Trustee inquired if the Library was on a maintenance schedule for items such as filters, light bulbs, painting, etc. The filters and painting are on a schedule, but the light bulbs are not, but replaced when necessary.

The Trustees thanked our Facilities Department – Keith Perfect, Bill Bembeneck and Matt Vuich for their hard work with the upkeep of the Library's building and grounds.



**C. Library Usage Statistics**

The January 2015 statistics are located on pages 34-42 of the February 18, 2015 Library Board Packet.

**D. Friends of the Novi Library**

The Friends of the Novi Library didn't hold a meeting in January 2015.

The Friends provide a monthly newsletter which is sent out electronically to their membership informing them of upcoming programs and events happening during the month. There are very few newsletters that are mailed now as most members receive them through emails.

The Friends announced this year's featured author for the Friends Author Luncheon to be held at Fox Hills Golf & Banquet Center on Tuesday, May 12. This year's author is Chris Zimmerman, author of six (6) Michigan-based mysteries, and Michigan resident.

**E. Novi Historical Commission - October**

There was no report provided.

**F. Library Café Update by Gary Bernstein**

There was no report provided.

On January 23, 2015, Director Julie Farkas, and Trustee Tara Michener, met with Café owner Gary Bernstein to discuss his intentions with the Café and the delay in providing the back payments that were promised to be made, and had not at the time of this meeting.

Gary Bernstein was asked to attend the February 18, 2015 Library Board meeting, but declined due to prior commitments.

There was a great deal of discussion regarding the Café and its future at the Novi Public Library. Comments included:

- Is the owner committed to operating the space?
  - Not 100% committed to business and growing of business; not marketing business and taking advantage of opportunities.
  - Expectations have not been met – no follow through.
- How to fill the space if vacated?
  - Offer to another vendor
  - Vending machines
  - Close down completely
- Café is very good for Library. Have had no complaints or negativity from patrons.
- Equipment is owned by the Café, not the Library.
- Would like another vendor, not vending machines.

- Recently renewed contract for three years to continue relationship.
- Asking staff to provide superior customer service and the Café represents the Library, but find that they provide a mediocre service. Like to give another vendor the opportunity to house this space.

## **12. Committee Reports**

### **A. Policy Committee (Lesko, Messerknecht – chair)**

There was no report provided.

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

There was no report provided.

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

There was no report provided.

### **D. Fundraising Committee (Lesko, Sturing– chair)**

There was no report provided.

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

There was no report provided.

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

There was no report provided.

The Fundraising Committee will now be known as the Events and Marketing Committee.

## **13. Public Comment**

There was no public comment.

## **14. Matters for Board Discussion**

There are no items for Board Discussion.

Trustee Lesko will now assume the President's position for the March and April 2015 Library Board meetings. At the April 2015 Board meeting, elections will be held for open positions.

A motion was made to have Craig Messerknecht as Treasurer to complete the term until a new Treasurer is chosen.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.

David Margolis offered his services to Trustee Messerknecht if needed for the March 2015 Board Meeting.

Trustee Margolis thanked his fellow Trustees, Director Julie Farkas, and the staff, and considered it a privilege and honor to be associated with them.

**15. Adjourn**

A motion was made to adjourn the meeting at 8:36 p.m.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

A handwritten signature in black ink, appearing to read "Ramesh Verma", with a long horizontal flourish extending to the left.

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Ramesh Verma, Secretary

March 25, 2015

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Date