



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
July 20, 2011**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Laura Casey, Vice President
David Margolis, Treasurer
Willy Mena, Board Member
Ramesh Verma, Board Member

Absent and Excused

Mark Sturing, Secretary
Larry Czekaj, Board Member

Student Representative

Torry Yu

Absent and Excused

Nishant Kakar

Library Staff

Julie Farkas, Director
Barbara Rutkowski, IT/Facilities Department Head
Andrea Polsgrove, Information Technology
Diana Gertsen, Office Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375 and was called to order by Larry Kilgore, 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 July 20, 2011 Regular Board agenda as presented.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

4. Consent Agenda

A request for correction of the June 15, 2011 Regular Board Minutes President's Report, Library Goals 2010-2011, to add the word Building, so that it reads, the Library Building celebrated its first birthday, June 1, 2011.

A motion was made to approve the June 15, 2011 Consent Agenda as amended.

1st – Willy Mena

2nd – Laura Casey

The motion was passed unanimously.

5. Correspondence

A. Letter from Denise Cook – Michigan Library Association, June 10, 2011

A letter was received from Denise Cook thanking the Novi Public Library for allowing the Michigan Library Association to use our building to host their Financial Fitness meeting /conference.

B. Letter from Barbara Balsler – Fox Run Genealogy Group, July 8, 2011

A thank you letter was received from Barbara Balsler, Secretary of the Fox Run Genealogy Group, for the presentation that was given on how to use Ancestry Library Edition.

6. Presentation

A. Gary Bernstein, Café Owner – Annual Report

Included in the Board Packet on page 27, is a letter submitted by Gary and Lola Bernstein which gives a detailed analysis of the Café's first year at Novi Public Library. Director, Julie Farkas and the Café owners are in agreement that the partnership is going well. Revenues from the Café have been good, and comments from patrons and staff have all been positive.

Lack of seating in the Café area is a concern that is being addressed, and will be resolved before fall. It was originally thought that some of the smells coming from the Café and filtering into the Library would be offensive, but the good smells coming from the Café have actually been good for revenue.

The Café owners provided the Board Packet with a copy of their Food Service Inspection Report. The Read-A-Latte Café passed with one suggestion that the Library post signage in the restrooms stating the "Employees Must Wash Hands". Director, Julie Farkas has already addressed this and is working with the Facilities Department to get the signs posted in the first floor restroom.

7. Public Comment

There was no public comment.

8. President's Report

A. Library Goals 2010-2012

There were no goals to report at this time.

B. Library Board Goal Setting Session – Thursday, July 28 at 6:00pm, Novi Public Library

C. Director's Evaluation

Library Board President, Larry Kilgore asked Director, Julie Farkas if it was her wish to have her evaluation done in Executive Session. Director, Julie Farkas responded that it is, and President Kilgore stated that it would be done at the end of the Regular Board Meeting.

9. Treasurer's Report

A. Library Budget 2011-2012

The City did not provide updated financials for this month.

To recap the year, the Library finished strong and did not have to tap into the reserve, even though it was authorized if need be. Kudos was given to Director Julie Farkas and the staff for managing to the budget.

The Library budget, found on pages 14&15 in the Board Packet, which was adopted in the spring, is no longer in sync with the updated budget from the City, found on pages 16&18 of the Board Packet. The two items that show increases are line item 403, Property Taxes, on page 16 in the Board Packet, and line items 976 and 990, Capital Outlay. Line item 403 shows an increase of \$22,000 in Property Taxes, and line items 976 and 990 show an increase of

\$7,500 and \$5,000 respectively for a Capital Outlay total of \$12,500. The result is a net difference of \$9,500 increase, or a decrease for what was authorized for Fund Balance potential 2010. In order to be in sync with the approved City budget, line items 403, 976, and 990 will need to be amended.

A motion was made to amend in the approved Library Budget 2011-2012, line item 403, for an increase of \$22,000, Capital Outlay line item 976, for an increase of \$7,500, and line item 990, for an increase of \$5,000, for a total of \$12,500 for Capital Outlay. The impact will lower the line item 680, the appropriation of the Fund Balance by \$9,500.

1st – David Margolis

2nd – Ramesh Verma

B. Approved City of Novi 2011-2012 Budget-Library Fund, Walker Library Fund, 2088 Construction Fund

The Library did not budget anything for the Walker Library Fund, but the City is estimating an investment income of \$16,300 and a corresponding increase in Fund Balance. The Board is deferring to the City's judgment, and will also create a budget estimate for the Walker Fund of \$16,300.

C. Memo from Kathy Smith Roy – MERS Annual Valuation Defined Benefit Plan, July 5, 2011

In a letter received from Kathy Smith-Roy, found on page 21 in the Board Packet, the annual actuarial valuation for the defined benefit plan from MERS shows that the Library is currently 108% funded, and no additional defined benefit contribution needs to be made this year. The Board did not include this in the budget this year, however there will continue to be a pension expense related to the defined contribution plan, and that is budgeted.

D. Library Investments/Revenues and Expenditures/Walker Fund – June 30, 2011

No financials were provided for the month of June.

E. Library Café Revenue Report – June 2011

A deposit of \$545.16 was received for the month of June, exceeding the minimum requirements.

10. Director's Report

A. Public Services and Building Operations Reports

The summer reading program is thriving with 1,074 children and teens participating to date. There are 126 adults registered in the adult reading program, which is the most the Library has ever had in an adult summer reading program. A program titled "A Travelogue in Jazz" had over 30 people in attendance.

The increase in overdue fines for items that were formerly 10 cents per day to 20 cents per day is in place. This was not a huge increase, and most patrons are willing to pay without any negative feedback. The installation of the car charging stations will begin on Thursday, July 21, 2011.

B. Library Usage Statistics – June 2011

The overall statistics for the year are on pages 23, 24, and 25 of the Board Packet.

- 5,000 new card holders
- 759,000 items checked out
- Items borrowed and loaned doing well with sharing with our co-operatives
- Over the 50% goal for the year with self checkout at 54%
- Average 1,300 people per day using the Library.

a. Performance Evaluations

Performance evaluations are almost complete. A glitch was noticed in one of the departments, and they are in the process of redoing their evaluations. They should be all done by August 1st, 2011. Everyone is moving forward with their department goals for the next year.

b. Freegal Music Statistics – First 2 Weeks of Usage, submitted by Mary Robinson

Statistics for the two (2) week period are included in the Board Packet on page 31. Freegal gives a library card holder the opportunity to download three (3) songs a week. This gives families an incentive to get library cards for every member in the family, because if you have five (5) people in your family, and they all have cards, you can download fifteen (15) songs per week.

c. Community Read

The title of the fiction novel will be unveiled to the public on Thursday, August 1st. The Novi Public Library will again host the Author of the book on Thursday, November 10th at 7:00pm.

d. Fundraisers Currently Underway

We have a couple of fundraisers going on right now. **Shop for a Cause** gives patrons the opportunity to purchase a \$5.00 coupon at the Library check out desk, which allows the patron to shop at Macy's on August 27th and get 25% off on all merchandise. All proceeds from the coupon sales go to Novi Public Library.

Another fundraiser is called **Crop for a Cause**. This involves a weekend of scrapbooking, and will be held October 7th through the 9th of 2011. It is for people who are interested in card-making or putting photo albums together. For \$100.00 the attendee will get a work space for thirty (30) hours of scrapbooking, meals, and a consultant will be on site for help and ideas.

e. OnBase Invoice Approval/Electronic Time Card Approval

Once the software is purchased the Library will begin processing invoices and time cards electronically in conjunction with the City. The OnBase invoice training is scheduled for August and September, and the Time Card Approval will probably be in January. Processing invoices and time cards electronically will decrease the use of paper and in the Library.

f. Maintenance and Watering of the Library Landscaping

There have been some concerns expressed by patrons about the Library's watering schedule being different from the City's watering schedule. The Library has gotten approval from the City to water at different times. The Library is on a well system that is shared with Fuerst Park, and is not paying the City water cost. Early on in the spring, the lawn around the Library had some quick burn. In an effort to revitalize the lawn, the Library is doing more watering. The unique grass that was planted at 10 mile and on the East and South side of the building is called a "meadow " grass, and has been a challenge. The Library is working with both Great Oaks and Brien's to get the grass under control.

g. Partnerships with Novi Library

- Providence Park will be offering a Better for You series this fall with a number of different programs.
- Novi School District is incorporating "The Seven Habits of Highly Effective People" into their curriculum and the Library will be providing book discussions with parents and people in the Community who want to get involved and understand what this concept is all about.

- Novi Newbies in the 2nd round with new sponsorships to help offset the cost of the bags and other costs accrued the 1st time around.

C. Café Health Inspection Report, July 6, 2011

The Food Service Establishment Inspection Report is included in the Board Packet on pages 28, 29, and 30.

D. TLN Library Reports – Jim Pletz, Library Director, June 2011, July 2011

The report is included in the Board Packet on pages 33, 34, 35, and 36.

E. Email from Nancy Robertson, State Librarian – State Budget Information

This is included in the Board Packet on page 37.

11. Friends of Novi Library Report

A. 2011-2012 Budget

The Friends proposed budget for 2011-2012 is included in the Board Packet on page 38.

The Friends have recently sent out their newsletter to two hundred and fifty (250) addresses. They have six programs planned through March and are calling their series “kaleidoscope Lecture Series”. The first three programs starting this fall include:

- Gone With the Wind Answer Lady which is specifically about the Book and Margaret Mitchell
- Ron Dzwonkowski, associate Editor of the Detroit Free Press and “Who Do You Trust; The Media and Citizen Participation in the Community”. This is scheduled for October.
- James N. Jackson, award willing Genealogical Researcher, who will talk about researching military records. This is scheduled for November.

They have been working on their Bylaws, and greatly appreciate the information they obtained from looking at the Library Board's new Bylaws. A special thank you goes to Trustee Laura Casey for helping the Friends with this project. The Friends will not be meeting in August, but will be back in September.

12. Historical Commission Report

A. Meeting Minutes , June 22, 2011

The Historical Commission meeting minutes are included in the Board Packet on pages 39 and 40.

The historical marker Obelisk has been installed, and now they are working on the landscaping. They will be unveiling the Obelisk on Tuesday evening, September 20th during a ceremony. The time is yet to be announced. Novi Public Library and the Parks and Recreation Department will be joining in on the event.

The Heritage Festival was a huge success with great numbers of people in attendance. The Commission plans to continue this event in the future since it get bigger and bigger each year. With the start of the new budget year, they are moving forward with some new programming that they are planning for the fall.

13. Student Representatives Report

At the last Teen Advisory Board (TAB) meeting, held in May, new officers were elected for the 2011-2012 school year. The meeting was basically a brainstorming session on program ideas and how to increase usage from high school students. Meeting times have been reduced to run for one half (1/2) hour, which changes the meeting times to 3:15-3:45, with program events to follow. The first program in September will be a Pizza Taste Off. Some other program ideas were: handwriting analysis, Iron Chef, and poetry slams. The next TAB meeting will be Friday, August 12th at 3:30pm with pizza.

TAB members are conducting a survey for the tween and teen population of Novi. They are interested in finding out what they like about the Library. Some of the questions being asked on the survey are:

- How often do you visit the Novi Library?
- Do you use the Library's resources?
- What type of programs would you like to see more of at the Novi Library?

There are also a few personal questions as to age and gender. The survey will be going on until August 6th, 2011, and the results will be tabulated for the next Library Board meeting.

14. Committee Reports

A. Policy Committee (Margolis, Casey, Kilgore)

There was no report provided.

B. HR Committee (Casey, Verma, Kilgore)

1. Employee Handbook revisions – 3rd draft
2. Health Care Insurance – No Report
3. Library Director Annual Review, July 2011

Committee did not meet; therefore there was nothing to report.

C. Finance Committee (Margolis, Czekaj, Sturing)

There was no report provided.

D. Capital Replacement Schedule – No Report

E. Fund Balance Requirements – No Report

F. Fundraising Committee (Mena, Sturing, Casey)

There was no report provided.

15. Public Comment

There was no public comment.

16. Matter for Board Action

A. Approval of Employee Handbook Revisions as Presented , Based on Effective Dates Noted (Chart for Part-Time Benefit Hours – January 1, 2010, Omission of Break Policy - August 1, 2011, FMLA Policy – July 20, 2011)

No action was taken, tabled until next month.

17. Adjourn

A motion was made to adjourn into Executive Session at 8:08 p.m., for the purpose of the Library Director's annual evaluation, understanding that we will be adjourning the Executive Session and not returning to this meeting.

1st – Laura Casey

2nd – David Margolis

The motion was passed unanimously.



August 17, 2011

Mark Sturing, Secretary

Date