



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 21, 2013**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President
Scott Teasdale, Secretary
Larry Kilgore, Board Member
David Margolis, Board Member
Ramesh Verma, Board Member

Absent and Excused

Larry Czekaj, Treasurer

Student Representatives

Ziyang Huang
Jessica Mathew

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Marcia Dominick, Administrative Assistant
David McCown, Support Services Supervisor
Jennifer Preston, Information Services Librarian
Maureen Simari, Information Services Librarian

Guests

Senator Mike Kowall- 15th District
State Representative Hugh Crawford

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**

President Sturing stated that Item 6c. Senator Mike Kowall, 15th Senate District – Recognition to Novi Public Library for achieving Quality Services Audit Checklist (QSAC), Essential Level may be delayed due to the arrival time of the Senator.

A motion was made to approve the August 21, 2013 Agenda as presented.

1st – Willy Mena

2nd – David Margolis

The motion passed unanimously.

4. **Consent Agenda**

A motion was made to approve the August 21, 2013 Consent Agenda as presented.

1st – David Margolis

2nd – Ramesh Verma

The motion was passed unanimously.

5. **Correspondence**

There was no correspondence.

6. **Presentation**

A. **Recognition of Library Stars 2012-2013: David McCown, John D'Amico, Jennifer Preston, Marcia Dominick**

A plaque and certificate were presented by Julie Farkas and Mark Sturing to David McCown, Jennifer Preston and Marcia Dominick for their outstanding service to the Library for 2012-2013. John D'Amico was not present to receive his certificate.

B. **Recognition of Customer Service Award 2012-2013: Maureen Simari**

A plaque and certificate were presented to Maureen Simari by Julie Farkas and Mark Sturing for her outstanding Customer Service to the patrons of Novi for 2012-2013.

C. **Senator Mike Kowall, 15th Senate District – Recognition to Novi Public Library for achieving Quality Services Audit Checklist (QSAC), Essential Level.**

Presentation to take place later in the meeting upon his arrival.

7. Public Comment

Dennis O'Connor, President of the Novi Community Schools Board of Trustees, commended the Library, City of Novi, and the Schools for creating a culture for programming between the groups and not duplicating services providing a savings for our community. This year, the summer reading program was bigger and better providing a focus on reading for the students during the summer. He thanked the Library for their continued support.

8. President's Report

A. Goals Document 2013-2014

The 2013-2014 Goals document is located on pages 11-16 of the August 21, 2013 Library Board Packet. Highlights include:

- Tech Time sessions offered each month with patrons. Received a lot of sign-ups and positive comments.
- The Novi Public Library App was launched on August 20, 2013 and is up and running. Go to the AppStore on your Apple devices, or GooglePlay for your Android and search Novi Library. Donations made by the Friends of the Library made the purchase possible.
- Partnered with the Novi Community School District on presenting and hosting Book Chat programs.
- Group Study Room Committee was formed and met to discuss issues and is researching alternate possibilities, i.e. room sign-ups, etc. Tutors, students and business meetings are being held in these rooms. We have nine (9) group study rooms and at present time, patrons cannot reserve the rooms in advance – first come basis only.
- The Library Network libraries are testing the capability for online patron registration for library cards.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the August 21, 2013 Library Board Packet on pages 17-18.

B. 2012-2013 Penal Fine Report, Oakland County

The 2012-2013 Penal Fine Report is shown on page 19 of the August 21, 2013 Library Board Packet. The report indicates the Penal Fines to Public Libraries for mostly Oakland County, but also includes two libraries from adjoining counties who have dual county ties.

C. Library Financials and Walker Fund

The Financials and Walker Fund Reports ending July 31, 2013 were distributed at the August 21, 2013 Library Board Meeting.

In the absence of Treasurer, Larry Czekaj, David Margolis presented the Financial report. Highlights include:

Revenues:

- Property Tax Revenue 403.000 - (\$420.26) using (0.02%) of the budget showing an available balance of \$2,254,420.26.
- Novi Township Assessment 665.404 - \$7,449.76 using 128.44% of the budget showing an available balance of (\$1,649.76).
- Meeting Room 665.300 - \$2,130 using 14.20% of the budget showing an available balance of \$12,870.
- 2013-14 Budget total 3.12% = \$92,784.19 revenues to date.

Expenditures:

- Insurance 716.000 - \$309.89 using .18% of the budget showing an available balance of \$174,690.11. Trustee Margolis questioned the amount, should be higher.
- Office Supplies 727.000 - \$3,515.52 using 21.97% of the budget showing an available balance of \$12,484.48. A pallet of paper was purchased.
- Membership and Dues 809.000 - \$2,744 using 49.89% of the budget showing an available balance of \$2,756. At the start of the fiscal year, we renew librarian memberships with the Michigan Library Association.
- Property & Liability Insurance 910.000 - \$13,668 using 106.78% of the budget showing an available balance of (\$868.00).
- 2013-14 Budget total 6.09% = \$181,055.39 expenditures to date.

D. Library Café Revenue Report – due 15th of the month –July, 2013

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

1. Food Service Establishment Inspection Report, July 15, 2013

The Food Services Establishment Inspection Report administered by Oakland County Health Division/ Department of Health & Human Services is located on pages 20-21 of the August 21, 2013 Library Board Packet. Julie Farkas met with Read-A-Latte Café owner Gary Bernstein to discuss the report. Mr. Bernstein has until September 27, 2013 to renew his Food Service Manager Certificate. Julie is to investigate the cost of the certificate per the Trustees. The Trustees may consider paying for the certificate renewal cost.

10. Director's Report (Reported by Mary Ellen Mulcrone and Margi Karp-Opperer in the absence of the Director)

A. Social Media Policy – 1st Draft Reading

Evan Smale, Electronic Services Librarian, provided the first draft of the Social Media Policy on pages 26-27 of the August 21, 2013 Library Board Packet. The Library Board will discuss the Policy at the September 18, 2013 Board meeting.

B. Declaration for the Right to Libraries

Discussed in Agenda Item#16. Matters for Board Action, Subject C. Adopt the Declaration for the Right of Libraries, American Library Association, July 2, 2013.

A detailed report from Director, Julie Farkas, is provided on pages 22-25 of the August 21, 2013 Library Board Packet.

Highlights of the report are:

- The Library Star award recognizes a staff person who has gone above and beyond in his/her job at the Library, meeting and/or exceeding expectations in his/her annual goals. Nominations for this award are received by the Department Heads.
- The Customer Service Award recognizes an employee's exceptional customer service skills with both the internal and external customers of the Library. Nominations for this award are received by all library employees and the one with the most nominations is recognized.
- The Library hosted the premier of *The Wrecking Crew* which was directed by Denny Tedesco. 50% of the proceeds of the ticket sales were retained by the Library.
- Beyond Books will begin a monthly videoing with the assistance of SWOCC. Staff will rotate on a monthly basis hosting the broadcasts.
- The Management Team attended a conference on August 13, 2013 highlighting Personality Clashes in the Work Force. A list of important facts from the conference are located on page 23 of the August 21, 2013 Library Board Packet.
- A press release announcing the 2013 Community Reads Book is located on page 24 of the August 21, 2013 Library Board Packet. The Novi Public Library, along with Northville District Library, Wixom Public Library, Lyon Township and Salem-South Lyon Library will host this event on November 14, 2013 at 7 p.m. at the Novi Library.
- Due to the end of the Summer Reading Program and the Library's unexpected closure, the Library found more items returned than normal. A mountain of materials was discovered in the drop area of the drive-up window (page 25 of the August 21, 2013 Library Board Packet) the following morning. But with the hard work of the fantastic support services team, the items were checked in and re-shelved in less than 24 hours.

Trustee Verma questioned if our Library has a maintenance schedule in place? The Library Facilities Department does have a maintenance schedule in place and they review it to manage repairs or consult with outside contractors to make necessary service calls or repairs.

Additional bins were purchased for the Support Services Department with the funds that were not used for the shelf scanners.

The HVAC filters that were the cause of the Library unexpected closure has been ordered. The Facilities Department moved quickly in purchasing the replacement filters.

The Library Trustees stated that it is the role of the Library Board to set general policies and procedures, but not tell the staff how to manage the day-to-day running of the Library.

The cost of the replacement filters will not fall under \$15,000, so Julie will advise the Board as soon as possible as to their costs.

6C. Senator Mike Kowall, 15th Senate District – Recognition to Novi Public Library for achieving Quality Services Audit Checklist (QSAC), Essential Level

Senator Mike Kowall and Representative Hugh Crawford presented the Library Director, Julie Farkas and Assistant Director Mary Ellen Mulcrone, with a plaque acknowledging the Library's achievement in receiving the Quality Services Audit Checklist (QSAC), the Essential Level. Senator Kowall and Representative Crawford spoke of the important role that libraries made in their lives. How this Library is one of the best in Michigan and how Novi built this library when others were closing.

Director Farkas and Assistant Director Mulcrone accepted the plaque. It was a two-year process and Julie thanked Mary Ellen for all her time and effort in earning this award. Barbara Rutkowski was acknowledged for her assistance.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 29-30 of the August 21, 2013 Library Board Packet.

Per the Library Trustees request, Margi Karp-Opperer provided a list of area libraries, Class 5 and 6, of their Friends donations. This list can be found on page 30 of the August 21, 2013 Library Board Packet. The Library Trustees thanked the Friends for all that they do to support the Library.

The Friends December Gala may not be held this year.

The Friends are working with an outside company to sell some books on-line to provide additional revenue.

Last year, the Library received a grant for two interns to work with the Summer Reading teen volunteers. This year, the Friends are going to continue this program providing two teen volunteers who manage the remainder of the teen volunteers by providing a stipend of \$500 each.

B. Building Operations Report

The Building Operations Report is provided on page 31 of the August 21, 2013 Library Board Packet.

C. Library Usage Statistics –July 2013

The July statistics are located on pages 32-37 of the August 21, 2013 Library Board Packet.

Highlights include:

- 477 Library cards issued
- 83,150 items checked out
- Number of items borrowed from TLN – 4916
- Numbers of items borrowed from MEL – 91
- Number of items loaned through TLN – 5441
- Number of items loaned through MEL – 104
- Read Box – Adult 54; Youth 105
- 63.67% of all items checked out were completed on self –checkout stations
- Total circulation 83,150
- Daily average people using the Library was 1,447
- Early Literacy workstation usage 980
- Daily average Computer Logins 1,160
- Technology Sessions 23 with 40 participants
- Check-outs Freegal 1,696; Overdrive 2,408; Zinio 450
- Charging Station Usage 3
- Meeting Room Rentals 29

12. Friends of Novi Library Report

A. July 10, 2013 Draft Board Meeting Minutes

The Friends of Novi Library July 10, 2013 Draft Minutes are included in the August 21, 2013 Library Board Packet on pages 38-40.

A thank you to the Novi Public Library Friends from Julie Farkas is located on page 41 of the August 21, 2013 Library Board Packet. Director Farkas thanked our Friends for their years of donations and support provided to the Library. Director Farkas stated, "It is with Friends like these that our library continues to be a relevant and vibrant source of information, education, recreation and entertainment for our residents."

13. Student Representatives' Report

The Student Representative's Report is provided on page 42 of the August 21, 2013 Library Board Packet. Highlights of the report include:

- Strongest turnout of tween and teen programs for summer reading.
- Programs:
 - Movie – Oz the Great and Powerful – 51 teens in attendance
 - See a Juggler, Be a Juggler – 58 children in attendance
 - Birds of Prey – 75 people in attendance

- o Make your own Terrarium – 40 participants
- o Geocaching workshop – 55 teens/tweens in attendance
- There were 90 teen volunteers this year for the Summer Reading Program. A big thank you to all who assisted.

14. Historical Commission Report

The June 26, 2013 Historical Commission Report is located on pages 43-44 of the August 21, 2013 Library Board Packet.

Currently there is a Civil War Display in the Historical cabinet and it will run through August, 2013.

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)

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Social Media Policy – 1st draft reading

Evan Smale, Electronic Services Librarian, provided the first draft of the Social Media Policy on pages 26-27 of the August 21, 2013 Library Board Packet. The Library Board will discuss the Policy at the September 18, 2013 Board meeting.

B. Additional costs for Library HVAC filters: To recognize the purchase of 30 extended surface air filters for the two air handling units of the HVAC system @ approximately \$2,215 from the Building Maintenance account. This amount would exceed current 2013-2014 budget for line item 934.000.

Discussed previously in the Director's Report.

C. Adopt the Declaration for the Right of Libraries, American Library Association, July 2, 2013.

After discussion by the Trustees, it was determined that the Declaration for the Right of Libraries should be brought back by the Library Director after she receives more clarification on the Declaration.

18. Adjourn

A motion was made to adjourn the meeting at 8:43 p.m.

1st – Larry Kilgore

2nd – Willy Mena

The motion was passed unanimously.



September 18, 2013

Scott Teasdale, Secretary

Date