



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 16, 2011**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Laura Casey, Vice President
Willy Mena, Secretary
David Margolis, Board Member

Absent and Excused

Mark Sturing, Treasurer
Larry Czekaj, Board Member
Ramesh Verma, Board Member

Student Representatives

Kirsten West

Absent and Excused

Nishant Kakar

Library Staff

Julie Farkas, Director
Margi Karp-Opperer, Assistant Director
Barbara Rutkowski, IT/Facilities Department Head
Marcia Dominick, Administrative Assistant

Guest

Lisa McGuckin, Former Employee, Retirement Recognition

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 7:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request to switch Agenda Item 9, Section B, Approval of Library Budget 2011-2012, and Section C, Library Investments/Revenues and Expenditures/Walker Fund.

A request to add Item 15, Section a, Post Construction Review Information from BEI Associates.

A motion was made to approve the March 16, 2011 Regular Library Board agenda as amended.

1st – David Margolis
2nd – Laura M. Casey

The motion was passed unanimously.

4. Consent Agenda

Request for correction of the Special Meeting Minutes of February 12, 2011, page 9, Fund Balance, 2010-2011 Year-end Budget should state, \$188,363; page 12, Capital Outlay, Fund Balance Allocation Proposed should state \$365,837.

A motion was made to approve the March 16, 2011 Consent Agenda as amended.

1st – David Margolis
2nd – Laura M. Casey

The motion was passed unanimously.

5. Correspondence

a. Letter from Helen Fealk, Library Patron.

Ms. Helen Fealk and Mr. George T. Moy admired the Life Tiles located in the Library and acknowledged our treasure provided by Connie Lunski.

b. Email from Padma Nair, Library Patron.

The Youth Department was acknowledged for their efforts and hard work for the Mini Battle of the Books, in preparation for this year's Battle of the Books, to be held on Saturday, March 26 at the Civic Center. This year's Battle of the Books will have 12 teams each battling for the honor of the 2011 Battle Champs.

6. Presentation

a. Certificate of Appreciation – Lisa McGuckin, 18 Years of Service

Lisa McGuckin was presented with a certificate of appreciation honoring her, upon her retirement, with 18 years of service to the Novi Public Library.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2010-2011

- Hosted The Library Network meeting and provided a tour of the Library.
- Keep Michigan Beautiful held a meeting at the Library with attendees coming from all over the State of Michigan.
- Partnering with Providence Park Hospital – programming this fall
- Working with Ara Topouzian, City of Novi, to reach out to the business community with demonstrations on the Ref USA database and other library websites.

- Held two budget study sessions in February.
- BEI annual review of building issues; list of issues to be resolved included in board packet.
- Book It! Fundraiser to be held on Friday, April 16 at the Library. Tickets are \$10 each. A large email blast was completed, along with postcards to previous donors.

9. Treasurer's Report

a. Library Budget 2010-2011

Included in the Board Packet is the 2010-2011 FY Library Budget dated March 17, 2010.

b. Library Investments/Revenues and Expenditures/Walker Fund

The Balance Sheet for period ending February 28, 2011 indicates a Total Liabilities and Fund Balance of \$3,579,933.

The Library's Net of Revenues and Expenditures for the period ending February 28, 2011 shows a balance of \$944,688. With 8 months into the budget year, the Library has utilized 57.25% of the budget, 6% ahead of schedule.

The Walker Fund Balance Sheet for the period ending February 28, 2011 shows the Total Liabilities and Fund Balance of \$1,420,334, and a Net of Revenues and Expenditures of \$16,338.

The Library's Investment Sheet for the period ending February 28, 2011 shows the Total Investment amount for the 268 Library Fund at \$3,474,775.

The Library's Investment Sheet for the period ending February 28, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,420,334.

The Library's Investment Sheet for the period ending February 28, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at 4,895,109.

It was requested to indicate the Fund Balance Allocation – 268-000.00-680.000, by the use of brackets if a negative balance.

The 2009-2010 fiscal year had a positive ending balance of \$130,924 not a negative as indicated on the March 17, 2011, 2011-2012 Budget Proposal, Final Draft budget. (Page 34). Also, for the 2010/2011 fiscal year-end, the \$61,121.68 fund balance allocation may not be as high as stated. The Book line item (268-000.00-742.000) was budgeted for \$215,000 for the 2010-2011 fiscal year, but as of the February 28, 2011 statement, only \$97,218 has been spent; and the Computer Supplies line item (268-000.00-734.000) was budgeted for \$101,500, but only \$19,222 has been spent.

At the final budget study session of February 26, 2011, a motion was made stating that the \$890,000 in account 704 be reduced by the amount that was added to compensate full time employees for the increase from 37.5 to 40 hours per week. Account 704 will be reduced, with a corresponding

reduction in the overall Personnel Services section by \$20,000 plus \$2,000 for account #268-000.00-715.000, Social Security.

c. Approval of Library Budget 2011-2012

A recommendation to amend the 2010-2011 fiscal year budget to include an additional \$2,500 in Contingencies (268-000.00-962.000) to accommodate the additional workspace construction requested by the staff, for a total not to exceed \$12,500 and removing this line item from the 2011-2012 fiscal year budget.

A motion to approve the move of \$12,500 Capital Outlay from next year's budget and accelerating it to this year's budget so that next year's shows shortfall will be less than \$300,000.

1st – David Margolis

Discussion:

Amend the budget by \$12,500 for 2011-2012 fiscal year. Suggesting to increase the Capital Outlay by \$2,500 for building items.

David Margolis rescinded his motion.

A motion was made to approve the 2011-2012 budget as amended.

1st – Laura Casey

2nd – Willy Mena

The motion was approved unanimously.

d. Library Café revenue report 2010-2011

The sales report from Read a Latte Café for the month of February, 2011 was \$396.72. The Library was closed for two days due to weather issues, and the Novi Schools were closed for winter break causing a reduction in sales.

10. Director's Report

- BEI submitted the Novi Public Library building project for the 37th Annual Construction and Design Award through the Engineering Society of Detroit.
- Book It! a fundraising event will be held at the Novi Public Library on Friday, April 16, 2011, from 6-9 p.m. Tickets are \$10 each and persons attending must be 21 years of age. Sponsors for the event are: Global Office Supplies, Carrabba's, Twelve Oaks Mall, Providence Hospital, and Steve & Rocky's. Proceeds will benefit the Children's Collection at the Library.
- As a means of reducing printing costs, the Library will be converting to Century Gothic font for email and printing. The public computers will retain their original font.
- The Novi Public Library will host the May 20th DSLRT meeting with Senator Kowall and Representative Crawford scheduled to speak. Topic of the meeting will be state funding for Michigan and how it impacts libraries.

- Library Building Operations Update:
 - The Library has hired new staff vacated by those who have either left or retired.
 - BEI toured the Library to discuss post construction concerns and conducted a one-year walkthrough of the warrant inspection.
 - Cost saving efforts being completed by staff.
 - Ten laptop computers, including software, have been ordered from the \$8,000 grant received through the Broadband Technology Opportunities Program. The laptops will be used for a laptop lending program planned at the Library.
 - At the present time, there are approximately \$18,000 in accrued fines due the Library and approximately \$2,000 in materials lost. There was a discussion of providing an amnesty period or contacting a collection agency, but both suggestions were declined.
 - Cards issued in February – 371; Items checked out – 58,197; borrowed - 3,415; loaned – 4,070; self-check – 31,418.
- a. **TLN Director's Report, Jim Pletz – February 2011**
Included in the March 16, 2011 Library Board packet (page 44).
 - b. **Bits & Pieces, Jim Pletz – March 2011**
Included in the March 16, 2011 Library Board packet (page 45).
 - c. **MLA Legislative Update – March 6, 2011**
Included in the March 16, 2011 Library Board packet (page 46).
 - d. **Media Release: Charge Up Your Vehicle and Go! - City of Novi, March 8, 2011**
Included in the March 16, 2011 Library Board packet (page 48).

11. **Friends of Novi Library Report**

- The Friends have determined that their fiscal year will be from June 1- May 31.
- The Library will be hosting a program entitled, "A Journey through Detroit Tigers' History" with author and journalist, Tom Stanton, on Monday, April 11 from 7-9 p.m. The Friends will be selling his books at the program.
- The Friends will hold another bag sale on Saturday, March 26 from 12 – 4 p.m. in the Book Nook.
- Upcoming programs:
 - From a Woman: A Woman's Workshop Illustrated – Sunday, March 20, 3 p.m.
 - Antique Appraisals – Saturday, April 9, 10 a.m. – 1:30 p.m. at the Old Novi Township Hall. This program was provided in cooperation with the Novi Historical Commission.

12. **Historical Commission Report**

No report was provided.

13. **Student Representatives Report**

- Kirsten West reported that there are volunteer opportunities with the Novi Schools and that Mrs. Cliff is your contact.
- Library activities are scrolling in the Cats Eye News.
- TAB activities and information in general is being reported in the Novi Schools newspaper.

Margi Karp-Opperer informed the Board of the events scheduled for National Library Week, April 11-16, 2011. "Create Your Own Story" is the topic for this year's National Library Week. Patrons are asked to complete a book front about their favorite short story, poem, artwork, or something about their favorite library memory. These will be on display the month of April.

- Author and journalist, Tom Stanton, will be at the Library to discuss "A Journey through Detroit Tigers' History" with a book signing following the program.
- There will be a discussion held on Tuesday, April 12, "Savvy Social Security Planning for Boomers, and 2011 Healthcare Updates, 1 p.m. at the Library.
- Book It! Fundraiser will be held at the Library on Friday, April 16, from 6-9 p.m.
- Microsoft Excel class will be held on Saturday, April 16, 1 p.m. at the Library.

14. Committee Reports

a. Policy Committee

- i. **Car Chargers is to be discussed at an upcoming committee meeting.**

b. HR Committee

- i. **Employee Manual Update, Health Insurance are to be discussed at an upcoming committee meeting.**

c. Finance Committee

- i. **Capital Replacement Schedule, Fund Balance Requirements are to be discussed at an upcoming meeting.**

d. Fundraising Committee

- i. **Staff financial reports due late spring or after 2010-2011 fiscal year.**

15. Public Comment

There was no public comment.

Julie Farkas informed the Board that she is applying for a liquor license for the Book It! Fundraising event and will require signatures of President, Larry Kilgore, and Secretary, Willy Mena.

A motion was made to approve a resolution that the Novi Public Library Board of Trustees through its duly authorized officers, make application to the MLCC for a Special License for the sale of either Beer and Wine, for consumption on the Library premises to be in effect on the following days Friday, April 15, 2011, 45255 West 10 Mile Road, Novi, MI 48375, County of Oakland, Type of Event: Fundraiser.

1st – Laura Casey

2nd – David Margolis

The motion was approved unanimously.

a. Post Construction Review Information from BEI Associates

BEI Associates, Inc. Post Construction Warranty Inspection Report dated March 8, 2011.

BEI inspected a list of issues provided by a walkthrough. At this time there are no resolutions, but should be coming in the next couple of weeks. These issues are being addressed as we are coming to the end of our one-year warranty. Other issues with the plumbing have been addressed with the installer. The building is in great shape.

Laura Casey reported that the white strips on the crosswalks need to be addressed.

There is no resolution on the wands and the metal shelving, and that we are just waiting for our technology advisor.

16. Adjourn

A motion was made to adjourn the meeting at 8:02 p.m.

1st – Laura Casey

2nd – Willy Mena

The motion passed unanimously.



April 20, 2011

Willy Mena, Secretary

Date