



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

1. Call to Order and Roll Call

Library Board

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

Student Representatives

Nishant Kakar
Kirsten West

Library Staff

Julie Farkas, Director
Barbara Rutkowski, IT/Facilities Department Head
Marcia Dominick, Administrative 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 7:04 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 April 20, 2011 Regular Library Board agenda as presented.

1st – Laura Casey
2nd – Larry Czekaj

The motion was passed unanimously.

4. Consent Agenda

Request for correction of the March 16, 2011 Regular Minutes, Treasurer's Report, Item C: 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 was made to approve the April 20, 2011 Consent Agenda as amended.

1st – Larry Czekaj
2nd – Laura M. Casey

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

There was no presentation provided.

7. Public Comment

There was no public comment.

8. President's Report

a. Election of Officers

The election of officers for the Library Board were presented and nominated by Larry Kilgore as follows:

- President- Larry Kilgore was nominated and accepted the position.
- Vice President- Laura M. Casey was nominated and accepted the position.
- Treasurer- David Margolis was nominated and accepted the position.
- Secretary- Mark Sturing was nominated and accepted the position.

A motion was made to approve the election of officers as presented.

1st – Larry Czekaj
2nd – Willy Mena

The motion was approved unanimously.

Trustee Verma voiced his concern regarding the nominations being presented by the President who is running for office. He stated that it should be a member of the nominating committee who makes the nominations.

b. Library Goals 2010-2011

- Hosted a TLN sponsored program about Barnes & Noble Nook e-readers.

- Use of SMART Tables has been discontinued based on poor performance. Working with the distributor to replace Tables with other interactive products for young persons.
- Library Assistants being trained to assist with handling requests/holds, allowing Clerks to spend more time on processing new materials.
- Wands deemed to be ineffective for inventory of materials. Product is being returned and other processing equipment is being investigated.
- Statistics are being gathered showing the usage of the drive-up window and hold lockers increasing; plan to market these services more in the future.
- An ESL (English as a Second Language) Book group was started.

The Library Board mans the Welcome Desk each Monday evening between 7-9 p.m. A trustee stated that the Support Services Department does a great job working with the public – they handle issues with grace.

A suggestion to have a program similar to the Battle of the Books for ESL be considered, as this might be a benefit for those learning English.

The building punch list is being completed under the direction of Mary Ellen Mulcrone and Barb Rutkowski. Dailey Co. has been on-site a number of times completing building issues. A meeting is being scheduled with BEI regarding concerns that should be addressed by them, specifically, the main entrance and the HVAC. The Building Authority is aware of the of the main entrance issues.

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 March 31, 2011 indicates a Total Liabilities and Fund Balance of \$3,418,857.

The Library's Net of Revenues and Expenditures for the period ending March 31, 2011 shows a balance of \$764,961. With 9 months into the budget year, the Library has utilized 64.24% of the budget.

The Walker Fund Balance Sheet for the period ending March 31, 2011 shows the Total Liabilities and Fund Balance of \$1,432,478, and a Net of Revenues and Expenditures of \$28,482.

The Library's Investment Sheet for the period ending March 31, 2011 shows the Total Investment amount for the 268 Library Fund at \$3,326,701.

The Library's Investment Sheet for the period ending March 31, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,432,478.

The Library's Investment Sheet for the period ending March 31, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,759,179.

c. City Budget 2011-2012, Library related information

The City of Novi – Taxable Value, Millage Rate and Property Tax Revenue scenario was provided in the April 20, 2011 Library Board packet for Trustee review. (Pages 23-29)

d. Library Café revenue report 2010-2011

The sales report from Read a Latte Café for the month of March, 2011 was received. The gross sales were \$5,176.24, with the Library's portion at \$495.20.

Budget amendments are completed when a major category exceeds the budgeted amount, not on an individual line item. When the Board reviews the proposed budget, they take into consideration past practice with certain line items. Bank service charges have exceeded the budgeted amount, which means that more credit cards are being used to pay fines, rent rooms, and to make donations.

Regarding the Walker Fund (268 and 269), Trustee Margolis requested that there be a better clarification on investment income be properly disclosed.

10. Director's Report

- The 8th Annual Battle of the Books was held on Saturday, March 26 at the Novi Civic Center. There were 11 teams this year of 5th and 6th graders all competing for the title. Thank you to the community, coaches and the Youth Department.
- Mary Ellen Mulcrone and Barbara Rutkowski have been tackling post construction warranty inspections/reports.
- The Library recognized the Oakland County Severe Weather Awareness Week with a tornado drill. Tornado drills were completed with a staff only drill and then when the Library was open, including the public. The drills were a success with completion under 5 minutes.
- The Library is offering bike lock rentals – a new service. Patrons must use their library card to reserve one.
- Library Board Meetings are now live on SWOCC and is forwarded to BrightHouse.
- The Novi Library, along with other area libraries, is holding a Teen Posium with various events being held.
- Message from Jim Pletz, Director of The Library Network: With the close of the Romulus Library, no Romulus patrons will be able to use libraries in the TLN system.
- There was a reduction in the daily average patron usage of the Novi Public Library due to the removal of the June 2010 attendance.
- The Self Checkout usage is over 50%.
- A request for a policy change to item 5 of the Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies. At present, item #5 states: "Refunds for the return of lost items previously paid for by the patron will be granted up to one year from payment date. The original receipt must be presented with the item when returned. An overdue fee will be deducted from the refund amount." New language states: "Overdue materials are considered lost and will be billed to the patron 28 days after the due date. Payments for lost materials are not refundable." It is hoped that with the requested change it will crackdown on outstanding issues.
- Book It! Fundraiser held on Friday, April 15, collected over \$10,000. A thank you was given to the Fundraising Committee, Jennifer Pearson and Kathy Mutch. Positive comments were received of the event. Julie is planning on this being an annual event and held during National Library Week. Mayor David Landry was the auctioneer for the live auction and did a great job.

Sponsors for the event were:

- o Global Office Solutions
- o Carrabba's
- o Twelve Oaks Mall
- o Providence Park Hospital

Mr. Ritter attended the event coming from N. Carolina, and provided two glass apples to be auctioned off. He gave the Library 100% of the proceeds.

A trustee questioned if there has been any complaints for not allowing food in the study rooms and on the second floor? No there has not been.

11. Friends of Novi Library Report

The Friends of the Novi Public Library will hold their annual meeting on Wednesday, May 11, 2011 at 6: 30 p.m. at the Library. A slate of officers will be voted on.

President, Vicky McLean, had back surgery and is home recovering. The Library Trustees sent her flowers and wished her well.

12. Historical Commission Report

No report was provided.

The Historical Commission is working on the Baseline Project.

The annual Volunteer Breakfast was held on Thursday, April 14 with over 80 persons in attendance. A thank you to all our volunteers and staff was given.

13. Student Representatives Report

- Announcements are to be placed on the plasma at the Novi High School
- Cats Eye Broadcasts
- Teen Posium is to be announced
- Volunteer applications can be picked up at the counseling office with Mrs. Clift.
- Co-coached a team for Battle of the Books.

Send all information to be posted to Nishant Kakar.

Trustee Casey announced that Nishant Kakar was inducted in the Novi High Schools National Honor Society and that former Student Representative, Emily Bank, was elected to an office at Michigan State University, James Madison College.

14. Committee Reports

a. Policy Committee

i. Car Chargers

No report was provided.

b. HR Committee

i. Meeting scheduled for: Wednesday, April 27, 2011, 7:30 p.m.

1. Employee manual updates

2. Health Care Insurance

- a. Not to be discussed at the scheduled meeting, but another meeting will be scheduled at a later date.**

c. Finance Committee

i. Capital Replacement Schedule

ii. Fund Balance requirements

No report was provided.

d. Fundraising Committee

i. Update on Library Fundraiser event

A discussion regarding the Endowment will be scheduled.

Due to Director, Julie Farkas scheduled to be on vacation at the June 15 Regular Board meeting date, a request to change the meeting to June 22, 2011 was made. The Trustees chose to retain the June 15, 2011 date due to broadcasting of the meetings. Assistant Directors will be attending in the Director's place.

15. Public Comment

There was no public comment.

A motion was made to approve Policy P2: Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies, section #5 as presented by Julie Farkas.

1st – Larry Czekaj
2nd – David Margolis

The motion was approved unanimously.

The annual review of the Director is scheduled for the July 20, 2011 Regular Library Board meeting.

It was requested that the Matters for Board Action be indicated on the Agenda in the normal flow.

A request to receive Support Service statistics stating the number of hours the library is open and the total number of hours open per month be reported.

16. Adjourn

A motion was made to adjourn the meeting at 8:10 p.m.

1st – Mark Sturing
2nd – Larry Czekaj

The motion passed unanimously.



May 25, 2011

Willy Mena, Secretary

Date