



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 23, 2020**

1. Call to Order

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Melissa Agosta, President, at 7:00 p.m.

2. Roll Call by Secretary, Kat Dooley

Library Board

Melissa Agosta, President
Craig Messerknecht, Vice President
Geoffrey Wood, Treasurer
Kat Dooley, Secretary
Bill Lawler, Board Member
Tara Michener, Board Member
Torry Yu, Board Member

Student Representatives

No student representative required at virtual meeting

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Director Farkas noted that item 11 is omitted on the agenda outline. Please disregard.

A motion was made to approve the Overview of the Agenda as noted.

1st – Kat Dooley

2nd – Bill Lawler

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes –February 19, 2020

A motion was made to approve the regular meeting minutes from February 19, 2020.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

B. Special Library Board Meeting Minutes-Friday, March 13, 2020

A motion was made to approve the Special Library Board Meeting Minutes from Friday, March 13, 2020. Melissa Agosta was absent excused and abstained from vote. Trustee Michener and Trustee Lawler were present at this meeting via phone.

1st – Kat Dooley

2nd – Bill Lawler

The motion passed unanimously.

C. Special Library Board Meeting Minutes –Tuesday, March 17, 2020

A motion was made to approve the Special Library Board Meeting Minutes from March 17, 2020.

1st – Geoffrey Wood

2nd – Bill Lawler

The motion passed unanimously.

D. Regular Library Board Meeting – Thursday March 26,2020 CANCELLED due to COVID-19

E. Approval of Claims and Warrants – Warrant 588 for 268 Account – March 2020

Trustee Lawler inquired about the Barnes & Noble purchase of books for a specific event found on page 19. For this specific event, the book was purchased by the Library and provided to the attendees.

A motion was made to approve the Claims and Warrants for account 268 for March, 2020.

1st – Tara Michener

2nd – Geoffrey Wood

The motion passed unanimously.

F. Approval of Claims and Warrants – Warrant 589 for 268 Account – April 2020

A motion was made to approve the Claims and Warrants for account 268 for April, 2020.

1st – Torry Yu

2nd – Tara Michener

The motion passed unanimously.

G. Approval of Claims and Warrants – Warrant 588 for 269 Account – March 2020

A motion was made to approve the Claims and Warrants for account 269 for March, 2020.

1st – Tara Michener

2nd – Geoffrey Wood

The motion passed unanimously.

H. Approval of Claims and Warrants – Warrant 589 for 269 Account – April 2020

A motion was made to approve the Claims and Warrants for account 269 for April, 2020.

1st – Bill Lawler

2nd – Kat Dooley

The motion passed unanimously.

6. Correspondence

- A. Email from Library Guest, Rachelle Smith
Appreciates the customer service provided when renewing her library card during the closure.
- B. Email from Shannon White, Library of Michigan
Director Farkas has been in weekly conversations with the Library of Michigan. This email serves as appreciation to the City of Novi and the Novi Library for information they have been communicating to the community during this time.

Director Farkas reported that she has not received any negative comments since the closure in March. There have been several questions but no negative comments.

7. Presentation/Special Guest

- A. None at this time

8. Student Representatives Report

The February 2020 Student Representatives report is on pages 25-27 and the March 2020 Student Representatives report is on pages 28-31.

Director Farkas and Librarian, Lindsay Gojcaj, welcomed new Student Representative Sarah Chang to the Board by virtual conference on Tuesday April, 21st. At this meeting, Sarah was informed about her expectations as a Library Board student representative. Tarun Tangirala and Sarah Chang's position will end in December, but hopefully they both will choose to remain on the Board for their Junior and Senior years.

Trustee Lawler noted the SAT practice test had participants of 49 and would like to see the continuation of the SAT practice test. Director Farkas said Lindsay is working to continue the SAT practice test and perhaps there might be an opportunity to make it virtual.

On page 29 are photos from the unveiling of the ping pong table that the Novi Education Foundation (NEF) generously donated \$500 to provide to the Teen Space. Teen Space Monitor, Yolanda Hockaday-Dennis, wrote a sincere thank you letter to the NEF. As a Trustee of the NEF, Trustee Michener commented that she was able to read the thank you letter and it was very heartfelt.

9. President's Report (Melissa Agosta)

- A. 2019-2020 Goals Update (July, October, January, **April**)
 - o Goal update provided on pages 32-39
 - o COVID-19 section added to the document on page 39
- B. 2019-2022 Strategic Objectives (3 year plan)
 - o No new update
- C. Slate for 20/21 Library Board Officers (Effective: May 28, 2020)
 - President – Melissa Agosta
 - Vice President – Kat Dooley
 - Secretary – Torry Yu
 - Treasurer – Geoffrey Wood

A motion was made to accept the slate as presented above.

1st – Craig Messerknecht

2nd – Tara Michener

The motion passed unanimously.

D. Election of Officers

A roll call vote was taken to elect officers to the positions listed in section C above. Seven yes votes were tallied.

These positions are effective beginning next Board meeting. President Agosta will send Trustees an email regarding committees.

10. Treasurer's Report (Geoffrey Wood)

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 41-42 of the April 23, 2020 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 43 of the April 23, 2020 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report (as of February 29, 2020)

The Library Fund 268 Revenue and Expenditure Report can be found on pages 44-47 of the April 23, 2020 Library Board packet.

- Revenue ending February 29, 2020 was \$3,128,658.
- Expenditures ending February 29, 2020 was \$1,974,402.

D. Library Fund 268 Expenditure & Revenue Report (as of March 31, 2020)

The Library Fund 268 Revenue and Expenditure Report can be found on pages 49-52 of the April 23, 2020 Library Board packet.

- Revenue ending March 31, 2020 was \$3,152,924.
- Expenditures ending March 31, 2020 was \$2,251,963.

E. Contributed Fund 269 Expenditure & Revenue Report (as of February 29, 2020)

The Contributed Fund 269 Revenue and Expenditure Report can be found on pages 47-48 of the April 23, 2020 Library Board packet.

- Revenue ending February 29, 2020 was \$31,546.
- Expenditures ending February 29, 2020 was \$9,820.

F. Contributed Fund 269 Expenditure & Revenue Report (as of March 31, 2020)

The Contributed Fund 269 Revenue and Expenditure Report can be found on pages 52-53 of the April 23, 2020 Library Board packet.

- Revenue ending March 31, 2020 was \$38,905.
- Expenditures ending March 31, 2020 was \$8,233.

G. Balance Sheet for Fund 268 (as of February 29, 2020)

The Balance Sheet for Fund 268 as of February 29, 2020 can be found on page 54 of the April 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of February 29, 2020 was \$3,249,114.

H. Balance Sheet for Fund 268 (as of March 31, 2020)

The Balance Sheet for Fund 268 as of March 31, 2020 can be found on page 55 of the April 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of March 31, 2020 was \$2,995,820.

I. Balance Sheet for Fund 269 (as of February 29, 2020)

The Balance Sheet for Fund 269 as of February 29, 2020 can be found on page 56 of the April 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of February 29, 2020 was \$1,697,812.

J. Balance Sheets for Funds 269 (as of March 31, 2020)

The Balance Sheet for Fund 269 as of March 31, 2020 can be found on page 57 of the April 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of March 31, 2020 was \$1,706,587.

Trustee Lawler expressed that a significant portion of Library revenue comes from real estate taxes and he anticipants that eventually we will see a significant shortfall in that revenue source. Trustee Lawler added that Penal Fines revenue will also be affected due to less travelers on roadways. Trustee Wood expressed the likelihood of a revenue shortfall in the short term due to diminished Library revenue sources such as meeting room revenue. However, Trustee Wood expressed some costs are being deferred as open Library positions are not being filled, and the short-term position is being managed. Trustee Wood expressed possible long term effects are too early to determine and there could be a potential impact next fiscal year. Director Farkas emphasized these are great questions and statements and tomorrow the Finance Committee will be meeting virtually at 1pm. The topics will include the 2020-2021 budget and Director Farkas has already requested from management areas that could potentially be cut now so that the team can move forward and feel comfortable with the new budget going forward in July 2020. Director Farkas has already been informed that Penal Fines and State Aid will decrease. Director Farkas will bring more information about COVID-19 effects on finances to the Board in May.

11. Omitted – as noted in item 4 above (disregard)

12. Director's Report

The Director's Report can be found on pages 58-101 of the April 23, 2020 Library Board packet.

Staff members celebrating anniversaries in April and May are:

- o Robin Dircks –Support Services – 7 years
- o Sandra Lim – Support Services – 6 years
- o Jennifer Mientkiewicz – Support Services – 6 years
- o Gail Anderson – Information Services – 4 years
- o Amy Markus- Support Services – 3 years
- o Allison Janicki – Support Services – 3 years
- o Rachel Manela – Information Services – 1 year
- o Jessica Howard – Support Services – 1 year

Directors Report Summary

- On April 6, Mayor Gatt and City Council recognized the Novi Library for National Library Week and Director Farkas thanked the City for their support.
- Director Farkas thanked the staff for programs and opportunities they have created to connect with the community. Director Farkas appreciates the staff's dedication. Director Farkas thanked the Library Board for their amazing leadership and the ability to rely on them. She also thanked the Friends of Novi Library for their continuous and generous support.
- On page 69 is a Novi Library ad that will be featured in the Novi Chamber of Commerce Directory. Below that is a photo of the new Library van that arrived in February. The van wrap will be scheduled once the Executive Order is lifted.
- On pages 70-71 is an ad for the new Lakeshore Lending Library. This ad will be featured in the upcoming Engage publication. Congratulations and Thank you to Community Financial Credit Union for their generous pledge and support of the Lending Library. Director Farkas is inviting CFCU to a future non-virtual meeting to express appreciation for CFCU's support.
- On pages 72-99 is a record of communications that have been released to the public. Considerable information is incorporated here and it relates to how the Library is available to the community during the physical Novi Library closure.

- On pages 100-101 is a great article about the Youth Department transformation that was featured in Novi Today publication.

A. Information Technology Report

The Information Technology Reports for February and March, provided by Barb Rutkowski, can be found on pages 102-104 of the April 23, 2020 Library Board packet. At the bottom of page 102 are some great photos of decals that a Library guest made in the iCube. On page 103 is information about how the Library assisted with COVID-19 by partnering with Novi High School Frog Force Robotics team to create face shields. Hino Trucks graciously donated funds to support the creation of the face shields. Library employee, Charlie Hockett, assisted with creating a plastic piece to secure the shield with the use of the Library's Cricut Maker.

B. Facilities Report

The Facilities Report, provided by Keith Perfect, is on pages 105-106 of the April 23, 2020 Library Board packet.

C. Information Services Report

The Information Service Reports for February and March is found on pages 107-114, prepared by April Stevenson. The staff is working hard from home, remotely. Virtual story times and craft opportunities are taking place for the community. The staff is looking into other options for virtual programs.

Congratulations to Teen Librarian, Lindsay Gojcaj, for being noted for her published work with YALSA and being the project coordinator of the Teen Intern Program Toolkit. Director Farkas is very proud and appreciative of Lindsay's dedication.

D. Support Service Report

The Support Services report for February and March, are found on pages 115-116, prepared by Maryann Zurmuehlen.

E. COVID-19 Usage Statistics

The COVID-19 usage statistics was added on pages 117-118. This tracks how the Library is interacting with the public through posts and events that the Library has offered to the community.

F. Library Usage Statistics

The Library Usage Statistics reports for February and March can be found on pages 119-127. The usage of the building and check-outs will decline. However, the check-outs for downloadable items are expected to increase.

G. Friends of the Novi Library

N/A

H. Novi Historical Commission

The Novi Historical Commission 11/20/2019 minutes, 12/18/2019 minutes and the 02/19/2020 agenda are on pages 128-136 of the April 23, 2020 Library Board packet.

I. Bits & Pieces

N/A

Trustee Dooley suggested allocating some advertising dollars to Facebook in order to amplify engagement and get in front of more people. Director Farkas agreed and stated that Electronic Services Librarian, David Silberman, is already doing this. If there is a need for something big to reach the community, David is using allotted advertising dollars to get that message out.

The Library Board Calendar is on page 137 of the April 23, 2020 Library Board packet.

13. Committee Reports

A. Policy Committee: Review current public policies for the Library

(Michener-Chair, Agosta)

- Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.
 - In the near future, policy will be finalized enough to allow the Committee Members to start the review process.

B. HR Committee: HR Policies, Director Review, Salary Study

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff Satisfaction and strategic planning survey on hold until further notice
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
 - As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to Google Docs to make editing more effective with remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Wood – Chair, Messerknecht, Lawler)

- Committee members are reviewing the current Financial Policy and will recommend changes. Suggested edits by Library Director were sent to the committee on 4/14/2020. A virtual meeting is set for Friday, April 24, 2020 at 1pm.
- MOU was signed with Community Financial Credit Union for a \$40,000 sponsorship for the Lakeshore Lending Library kiosk. See flyer in packet. Planning for CFCU staff to attend the May 28, 2020 meeting if executive order by the Governor is lifted, for a check presentation.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
 - None due to COVID-19

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu)

- No report at this time.

F. Building/Landscape Committee: Entrance project

(Messerknecht – Chair, Lawler, Wood)

- Grounds- North-end drain work is planned for late spring of 2020, once the Governor lifts the Executive Order.
- Lending Library Kiosk- As of March 27, 2020, memo from Rob Petty at the City of Novi: The construction at Lakeshore Park is currently suspended as a result of the Governor's Executive Order. As you can imagine this will impact the schedule. When the Order is lifted, we will provide an update. The Lending Library team continues to meet virtually to make sure all paperwork and processes are in place for when the kiosk can be delivered. No delivery date at this time. See planning photos in the Director's report.
- Library Van- Van has been received. Costs for the vinyl wrap for the van have been received. Timeline for van wrap to be completed has been suspended until the Executive Order from the Governor has lifted. A 2nd draft of the MOU with City of Novi Parks & Rec will be reviewed at this meeting.
- Café –looking to install some floor signage/graphics for better flow of ordering/pick-up of café items by café guests. Met with Evol (café manager) and a sign company on February 3, 2020 for ideas. Received quotes but work has been suspended due to Governor's Executive Order.
- Flood – April 15, 2020: All documentation for insurance purposes has been submitted.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
 - No report at this time.

14. Public Comment

The City informed the Board that there were three (3) virtual attendees at this meeting. There was no public comment.

15. Matters for Board Action

- A.** Approve the Memorandum of Understanding between the Novi Public Library and the City of Novi Parks, Recreation, and Cultural Services Department – 2nd draft.

A motion was made to approve the Memorandum of Understanding between the Novi Public Library and the City of Novi, Parks, Recreation and Cultural Services Department – 2nd draft, with changes to the last bullet on page 59: Request to use the van. Must provide a 5-day advance notice of use.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

- B.** Discuss options for re-opening the Novi Library based on Governor Whitmer's Executive Order 2020-43.

- Trustees were provided with the Governor's Executive Order and reopening information/considerations on pages 61-68.
- In the Board packet on page 66 is a 5-phase rough draft of ideas addressing re-opening.
- Director Farkas reached out to the staff asking them to send her all of their questions and concerns about reopening. Director Farkas will answer all of these questions in a Q&A format, which will be provided to the staff.
- Director Farkas will walk the building this Tuesday while practicing 6-foot social distancing guidelines and will focus on areas of concern.

- When the Governor lifts the Executive Order, the Library will need time to prepare to open to the public. Director Farkas said there are over 27,000 items currently checked out and in the community. These materials have to sit at least 24 hours according to CDC and then will require proper cleaning before shelving. Therefore, the first step is for staff to begin collecting materials. Possibly starting with limited hours and rotating staff schedules for social distancing.
- Governor Whitmer will be holding a press conference tomorrow, Friday April 24th. Novi Library will follow guidelines from our State, County and City.
- Trustee Michener is appreciative of Director Farkas' presence at the Library and said that Director Farkas has been very sacrificial for our Library.
- Trustee Michener asked about procedures for returning Stem Kits and Book Club Group Bags. Book Club books, under this circumstance, can be accepted individually and the Library can get them back into the proper bags, which they belong to. Stem Kits will not fit through the drop box and will only fit through the delivery windows. Items can be returned once the Library reopens and we can once again utilize the drop box and drive-up window.
- Director Farkas has meetings with the City's Leadership on Monday, Wednesday and Friday mornings.
- Director Farkas recommends virtual programming this summer (June, July, and August). Most libraries in Novi Library's class size will be providing virtual programming all summer.
- Director Farkas has already ordered sterilizing/sanitizing items, signage, sneeze guards (for areas that allow interaction with the public), and face masks for staff.
- Trustee Lawler mentioned that one challenge will be how to monitor the volume of patrons with respect to 4 people per 1,000 square feet. Director Farkas agreed and stated the Library has counters and the volume of guests will need to be monitored. There will need to be communicated regulations for usage of the building.

16. Adjourn

A motion was made to adjourn at 8:08 p.m.

1st— Tara Michener

2nd—Kat Dooley

The motion passed unanimously.



May 28, 2020

Kat Dooley, Secretary

Date