



**Library Board of Trustees – Regular Meeting
Final Draft - MINUTES
June 22, 2023, 7 PM
Novi City Council Chambers**

Final Draft

Call to Order by President Mark Sturing

City Council Chambers
Called to order by President Mark Sturing at 7:00 PM

Welcome: New Board Member – Ajeeta Gawalapu

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – 7 Board members were recorded present

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Sreeny Cherukuri, Treasurer
- Brian Bartlett, Secretary
- Kat Dooley, Board Member
- Priya Gurumurthy, Board Member
- Ajeeta Gawalapu, Board Member

Student Representatives

Abhay Kakarla

Library Staff

Julie Farkas, Director

Approval of Agenda

Motion: To Approve the Agenda as presented.
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Dooley

Motion passes – 7-0

Consent Agenda

- 1. Approve Minutes of: May 25, 2023 Regular Board Meeting5-13
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#627).....14-16

Motion: To Approve the Consent Agenda as presented.

Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Cherukuri

Motion passes – 7-0

Presentations

1. DAYN (Dear Asian Youth of Novi)
 - o Students: Hana Thorson and Rebecca Borlance
 - o Advisor: Kristen Mrozek
 - o NPL International Language Librarian: Shannon O'Leary

The team presented the programs at the Library during Asian American and Pacific Islander month. The programs, displays and event at the Library and Fuerst Park were the result of excellent work by student representatives Hana Thorson and Rebecca Borlance who presented to the Board.

Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the (3) three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with the Library Board. Citizens must state their first, last name and address.

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting. The materials cannot be changed before the meeting.

No Public Comment.

Reports

1. Student Representatives Report – May, 2023
2. President's Report (Mark Sturing)
 - A. President's comments, Trustee experiences and involvement
3. Treasurer's Report (Sreeny Cherukuri)
 - A. 2022-2023 Library Budget Fund 271 – with 4th Quarter Amendment..... 19-21
 - B. 2022-2023 Contributed Fund Budget 272 – with 4th Quarter Amendment22
 - C. Financial Report May 31, 2023.....23
 - D. Balance Sheets for Funds 271 and 272 as of May 31, 2023.....24-25
 - E. Library Fund 271 Expenditure & Revenue Report as of as of May 31, 2023.....27-29
 - F. Library Fund 272 Contributed Fund as of May 31, 2023.....30
4. Director's Report (Julie Farkas) 31-44
 - A. Information Technology Report (Jeffrey Smith)..... 45-48
 - B. Facilities Report (Keith Perfect).....49
 - C. Information Services Report (Hillary Hentschel).....50-51
 - D. Support Services Report (Maryann Zurmuehlen).....52
 - E. Library Usage Statistics.....53-61
 - F. Friends of Novi Library: Minutes 4/12/23, 5/10/23: Focus on Friends N/A
 - G. City of Novi Historical Commission N/A

Public Comment

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No Public Comment.

Committee Reports - Note committee assignments following reflect 2022-2023 assignments

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett, Staff Liaison – Julie Farkas)
 - **Staff Committee:** Julie Farkas, Betty Lang, Dana Brataniec and Hillary Hentschel
 - No meeting held
 - **GOALS 2022-2023:**
 1. Continued review of public policies

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
 - **Staff Committee:** Julie Farkas, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn
 - Meetings Held63
 - **GOALS 2022-2023:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 - Meeting held: June 13th63-68
 - **GOALS 2022-2023:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review; last done in 2018

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair: Dooley, Bartlett, Gorumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held69
 - No new meeting scheduled
 - **GOALS 2022-2023:**
 1. Continuing support with Friends of Library; more board presence at their events
 2. Marketing plan update
 3. Marketing efforts put in place for the Strategic Plan

5. **Strategic Planning Committee:**
(Chair: Bartlett, Dooley, Gorumurthy, Staff Liaison – Julie Farkas)
 - Meeting held: May 24, May 31, and June 7.....69
 - Next Meeting TBD

6. **Building & Grounds Committee:**
(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 - Meeting held: May 2369
 - **GOALS 2022-2023:**

1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces
2. Review NPL's current Technology Plan

7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws

(Bartlett, Sturing, Staff Liaison – Julie Farkas)

- Next Meeting: No meeting scheduled
- **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

8. DEI: Diversity, Equity and Inclusion Committee

(Chair: Dooley, Gurumurthy, Staff Liaison – Julie Farkas)

- Meeting held: February 27.....69
- Next meeting: No meeting scheduled
- **GOALS 2022-2023:**
 1. Recommend all Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person)
 2. Assist in launching the DEI Scorecard for NPL
 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

- A. Approval of the 4th Quarter Amendments for Library Budgets 271 and 272 for 2022/2023 as of June 22, 2023 (reviewed by Finance Committee)19-22

Director Farkas: These changes were initiated by City accounting and the amendments requested by the City are in yellow. The proposed numbers have been reviewed with the City Accounting Department.

Trustee Cherukuri: Prefers that budget discrepancies are more evident in the reporting structure than the requirements for these amendments allow. While this may meet government requirements, it reduces the effective management of the budget process.

Motion: To Approve the 4th Quarter Amendments for Library Budgets 271 and 272 for the 2023/2023 fiscal year as of June 22, 2023

1st – Trustee Crawford
 2nd – Trustee Gurumurthy

Motion passes – 7-0

- B. Approval of a 1 (one) year Janitorial Services contract with Professional Building Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$7,747.60 (\$92,971.20 annually).....63-64

President Sturing: Thanked Director Farkas for putting together this comprehensive bid package for the Board.

Motion: Approval of the 1 year Janitorial Services Contract with Professional Building Services with renewal options as presented to the Board.

1st – Trustee Bartlett
2nd – Trustee Cherukuri

Motion passes – 7-0

C. Approval of the 2024 Library Closings.....65

President Sturing: Did we pick up any additional closures for closure dates due to when the holidays fall?

Director Farkas: There are a few modifications depending upon when the holidays fall. For example the 4th of July is on Thursday effecting Friday the 5th. There are several new suggestions for 2024.

Trustee Cherukuri: Discussed the various options and how many Sundays were added this year. The 2024 calendar does not include a summer Sunday shutdown that reflects the staff shortage this year.

Motion: To approve the Library 2024 closings

1st – Trustee Cherukuri
2nd – Trustee Dooley

Motion passes – 7-0

D. Approval of the Library Board Calendar 2024.....67

Director Farkas: Presented budget dates and meeting schedule for the Library Board for 2024.

Motion: To approve the Library Board 2024 Calendar

1st – Trustee Crawford
2nd – Trustee Dooley

Motion passes – 7-0

Communications

None

Closed Session

Motion: For the board to move into closed session to discuss Director Farkas' annual review for 2022-2023. (Director Farkas has requested a closed session.)

1st – Trustee Dooley
2nd – Trustee Crawford

Motion passes – 7-0

Return from Closed Session – Board Action

Motion: The board authorizes a 3% increase in salary for Director Farkas to take effect in the 2023-2024 fiscal year.

1st – Trustee Cherukuri
2nd – Trustee Dooley

Motion passes – 7-0

Adjournment

Motion: Motion to Adjourn at 8:46 PM

1st - Trustee Crawford
2nd - Trustee Gurumurthy

Motion Passes – 7-0

Supplemental Information

· Library Board Calendar 2023.....	66
· Library Closings 2023	68

2023 Future Events:

- **Library closed on Sundays (June 18th – September 3rd, 2023)**
- **7/4: LIBRARY CLOSED – Independence Day**
- 7/12: Friends of Novi Library Annual Meeting at 7pm, Novi Public Library ** Time Change
- 7/19: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 7/27: Library Board of Trustee Regular Meeting at 7pm, City of Novi, Council Chambers
- 8/9: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library ** Time Change
- 8/12: Summer Reading Program Ends
- 8/16: Historical Commission Regular Meeting at 7pm, Novi Public Library
- **8/18: LIBRARY CLOSED – Staff Training Day**
- 8/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **9/2 – 9/4: LIBRARY CLOSED – Labor Day Weekend**



Brian Bartlett, Secretary

July 27, 2023

Date