



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
January 9, 2025, 7 PM
Novi Civic Center, Council Chambers**

Final Draft

Call to Order by President Mark Sturing

Novi Civic Center, Council Chambers
Called to order by President Mark Sturing at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Kat Dooley

Library Board – 6 board members were recorded present

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Brian Bartlett, Treasurer – absent, excused
- Kat Dooley, Secretary
- Lori Burke, Board Member
- Ajeeta Gawalapu, Board Member
- Karla Halvangis, Board Member

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Trustee Dooley: Pointed out that the location listed at the top of the agenda still lists Novi Public Library, which was the location of the December meeting, but should be changed to the Novi Civic Center.

Motion: To approve the Agenda with meeting location changed

- Motion for Approval – 1st – Trustee Burke
- 2nd – Trustee Crawford

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: December 19, 2024 Regular Board Meeting.....4-12
2. Approve Claims and Warrants of:

A. Accounts 271 and 272 (#646).....13-14

Trustee Sturing: Would like to add the Closed Session at the end of the meeting for Director Farkas' mid-year review to the Consent Agenda so they don't have to make a separate motion for it later.

Motion: To approve the Consent Agenda with the addition of the Closed Session
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Halvangis

Motion passes – 6-0

Presentations

No Presentations

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 ensure adequate equipment needs, please contact Library Administration at least five (5) days in advance of the meeting. The materials cannot be changed before the meeting.

No Public Comment

Reports

1. Student Representatives Report – December 2024.....15-16

Trustee Burke: Asked about the tween grab and go kits.

Director Farkas: Explained that these are craft kits with supplies and instructions to make a craft at home.

2. President's Report (Mark Sturing).....N/A
A. 2023-2024 Annual Report – updated as of 1/3/25.....17-18
B. 2024-2025 Board Committee Assignments.....19

Trustee Sturing: The Annual Report has one update – it was discovered that the number for digital check-outs was incorrect, so it has been corrected. Trustees Sturing and Bartlett interviewed with the Novi City Council, looking for reappointment to the Library Board for the upcoming year. There were a few other candidates that were interviewed as well. Advised Board Members to start thinking about what committees they would like to be on for the next year.

Trustee Crawford: Reminded Board Members that their most important job is to make sure the library has all the resources they need to provide necessary services to the community. As we come up on budget season, she recommends reacquainting yourself with the board manual and thinking about questions you might have about the budget.

Trustee Sturing: The first budget session is January 18. If there is a line item you would like to see more data or information about than just a number, now would be a good time to ask Director Farkas so she can have that prepared.

Director Farkas: The Board will not get a first draft of the budget until January 18. The first budget session will have a lot of discussion but no decisions will be made. She will have time to get questions answered before the second budget session.

Discussion about removing some of the columns from the budget spreadsheets that the Board gets in their monthly budget reports because they are unnecessary and make the spreadsheet harder to read.

3. Treasurer's Report (Brian Bartlett)

A. 2024-2025 Library Budget Fund 271.....20-22
 B. 2024-2025 Contributed Fund Budget 272.....23
 C. Financial Report December 2024.....24
 D. Library Fund 271 Expenditure & Revenue Report as of December 31, 2024.....25-28
 E. Library Fund 272 Contributed Fund as of December 31, 2024.....28-29
 F. Balance Sheets for Funds 271 and 272 as of December 31, 2024.....30-31

Trustee Sturing: Filling in for Trustee Bartlett who is absent. Discussed Revenue & Expenditure Report for Fund 271 on page 24. We are at the halfway point of the fiscal year and we have spent a little more than half of this fund. At the beginning of the fiscal year, we were projecting a \$500,000 deficit and now we are on pace for closer to a \$200,000 deficit.

Director Farkas: Mentioned that some expenses are not reflected in the report yet, and that the Head of Information Services position has been vacant most of this fiscal year, so those things are also leading to a lower deficit than expected.

4. Director's Report (Julie Farkas).....32-38
 A. Information Technology Report (Jeffrey Smith).....39-42
 B. Facilities Report (Keith Perfect).....43
 C. Information Services Report (No Dept. Head at the Time).....43-45
 D. Marketing and Community Promotion (Dana VanOast).....46
 E. Support Services Report (Sarah Mominee).....47-48
 F. Library Usage Statistics.....49-58
 G. Friends of Novi Library – January 2025 Newsletter59
 H. City of Novi Historical Commission.....N/A

Director Farkas: Working with Delta Kappa Gamma on a children's book drive for a new Read Box at Jessica's Splash Pad this summer – over 800 books have been donated so far! Looking to start up the Tail Waggin' Reading Buddies program again. Partnering with Vibe Credit Union and Fox Run for a series of financial programs this winter.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
 - Public Policy: Emergency Closing.....61

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A

- Director’s Mid-Year Review – January 9, 2025 – Director has requested a Closed Session
 - HR Policy: Remote Work (2nd Draft).....62-77
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
- Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 12/30/24.....N/A
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
- Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting to begin planning for 65th Anniversary of Library – 1/7/25.....N/A

Trustee Burke: There were lots of good ideas at the first planning meeting for the 65th anniversary event, which will take place in October 2025.

Director Farkas: Noted that future planning meetings will take place on a different day of the week so that the library's Programming Coordinator will be able to attend.

5. **Strategic Planning Committee:**
- Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
- Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
- Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
- Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

Matters for Library Board Action

1. Public Policy: Emergency Closing.....61

Trustee Sturing: This is just a small change to clarify that in the Director’s absence, their designee can make the call about closing the library.

Motion: to approve the revisions to the Public Policy: Emergency Closing

Motion to Approve – 1st – Trustee Burke
 2nd – Trustee Crawford

Motion Passes – 6-0

2. HR Policy: Remote Work (2nd reading based on complete revision).....63-66

Director Farkas: Got answers to several questions from the previous meeting. If staff are working remotely and travel to an offsite work event, they will still be covered under the City of Novi's liability because they are on work time. While the amount of remote work available will be limited, we don't want to put a specific time limit in the policy so there is still some flexibility. Staff working remotely will use a library laptop and log in to our system through a VPN so everything will be secure.

Motion: to approve the HR Policy: Remote Work

Motion to Approve – 1st – Trustee Dooley
 2nd – Trustee Halvangis

Motion Passes – 6-0

Communications

No Communications

Closed Session

- 1. Director's Mid-Year Review

Adjournment

Motion: to adjourn at 8:03 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Burke

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2025.....80
- Library Closings 2025.....81

2025 Future Events:

- 1/15/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **1/18/25: Library Board Budget Session: 10am-1pm, Novi Public Library – Board Room, 2nd floor**
- 1/18/25: MLK Celebration Concert: 2-4pm, Novi Public Library – Whole Meeting Room
- **2/6/25: Library Board Budget Session: 6-8pm, Novi Public Library – Board Room, 2nd floor**
- 2/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- **2/13/25: Library Board of Trustees Meeting at 7pm, City of Novi – Council Chambers (25/26 BUDGET APPROVAL)**
- 2/19/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 3/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- 3/19/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **3/27/25: Library Board of Trustees Regular Meeting, 7pm, Novi Public Library – Board Room, 2nd floor**



Kat Dooley, Secretary

February 13, 2025

Date