



**CITY OF NOVI LIBRARY BOARD
REGULAR MEETING- MINUTES
January 27, 2022**

Call to Order by President, Kathy Crawford

The meeting was held at the Novi Civic Center, Council Chambers, 45175 Ten Mile Road Novi, Michigan 48375, and was called to order by Kathy Crawford, President, at 7:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

1. **Library Board**

Kathy Crawford, President
Kat Dooley, Vice- President
Brian Bartlett, Secretary
Sreeny Cherukuri, Board Member (absent/excused)
Tara Michener, Board Member
Geoffrey Wood, Treasurer (absent/excused)
Torry Yu, Board Member

Student Representatives

Abhay Kakarla
Rida Salim

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Library Council

Debra Walling, Attorney

Approval of Agenda

A motion was made to approve the Agenda. President Crawford made a motion to amend the agenda to allow the board to adjourn prior to entering closed session; as no further business will be addressed. Attorney, Debra was asked to speak on the motion. Attorney Debra said that the trustees will vote to exit closed session, then the trustees will come back to formally adjourn. Therefore, the attorney recommended that the trustees do not adjourn before entering closed session.

A motion was made to approve the agenda.

1st – Trustee Yu

2nd – Trustee Dooley

Discussion: No Further Discussion

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

Consent Agenda

1. Approve Minutes of:
 - A. December 15, 2021- Regular Meeting
 - B. January 15, 2022 – Budget Session
 - C. January 20, 2022 – Budget Session

2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#610)

A motion was made to approve the consent agenda (items 1 and 2, above.)

1st- Trustee Michener

2nd- Trustee Dooley

No discussion took place.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

Presentations

1. 2020-2021 Annual Report presented by Dana Brataniec, Communications Manager.
Dana enthusiastically presented library accomplishments and opportunities looking forward.
 - Accomplishments & Milestones: Beyond Books podcast episodes, Safely re-opening building for in-person following COVID shutdown, return of Friends volunteers for donation collections, expansion of iCube technology, advancement of DEI awareness, completion of collection audit, hiring of HR specialist, unveiling of new library website, review of building and HR policies and unveiling of Michigan's first- Lakeshore Lending Library kiosk. (p.35)
 - Looking forward: advancing outreach to all 20,000+ library cardholders with new email marketing system-Patron Point, creating more partnerships to advance DEI, initiating online card library sign up and renewal, increasing outreach for North End residents, providing materials by mail service, completing specialty DEI staff training and applying for QSAC. (p.35)

Public Comment

Sharon Trumpy, Harvest Drive, Novi, MI.

- Sharon thanked the library staff and Dana for the DEI accomplishments in the presentation.
- 255 days ago the board unanimously approved the statement by President Crawford. *The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated.*
- 227 days ago the board received a formal staff complaint against Trustee Cherukuri. With the staff member stating he is mismatched for the DEI committee and does it a disservice.
- 199 days ago a community member stated their concern about Trustee Cherukuri's public social media posts.
- 164 days ago Trustee Michener made a formal complaint against Trustee Cherukuri alleging mistreatment during a DEI committee meeting. Sharon added that the board has done nothing to ensure this Trustee is treated with dignity and respect.
- 150 days ago a community petition was delivered to President Crawford requesting the removal of Trustee Cherukuri from the DEI committee as chair. (Over 280 community members signed petition). Sharon added that the board has done nothing to ensure community members are treated with dignity and respect.
- 136 days ago President Crawford said she is pausing the DEI Committee indefinitely. President Crawford said it is possible to find offensive social media posts on other public figures social media accounts. Sharon then read some of President Crawford's public social media posts.

- 101 days ago Trustee Cherukuri approached a young black female after the last meeting and said his social media posts remain intact because nothing he said is offensive. Sharon read Trustee Cherukuri's public social media posts. Sharon said that the board has not acknowledged this disrespect to the young community member.
- 43 days ago Trustee Cherukuri referred to Sharon and other community members in attendance as the virtue signaling choir, while the board sat by quietly thus giving endorsement.
- She is asking the board how many days will pass until the board keeps its word.

Jason Michener, Harrier Place, Novi, MI.

- Commented that the presentation was great and acknowledged the staff commitment to DEI.
- The DEI audit that the library touted under accomplishments - originated in the Trustee DEI committee which is currently on pause.
- The goals set for DEI 2022 also originated from the Trustees DEI committee.
- It is a disservice to the community that the Trustee DEI committee is on pause.
- Staff DEI efforts and ideas have been inspired by the Trustee DEI committee and he strongly encourages the Board to bring the Trustee DEI committee back today. The board has the power to reinstate the committee today and Jason thinks it is time to do this.

Reports

1. Student Representatives Report
Presented by student representatives Abhay Kakarla and Rida Salim. Staff Liaison Lindsay Gojcaj.
2. President's Report (Kathy Crawford)
 - A. Letter from Dr. Lee Meadows as of 1/11/22
 - o Dr. Meadows is scheduled to attend the February meeting to present the information that he has collected.
 - B. Email from Director Farkas, Re; Consultant Work with Dr. Meadows

President Crawford announced that Trustee Wood will be resigning from the board. The Trustees appreciate Trustee Wood's service. Director Farkas said that Trustee Wood is planning to attend the February 2022 meeting and that would be his final meeting.

3. Treasurer's Report (Trustee Wood – absent/excused)pages 40-50
 - A. 2021-2022 Library Budget Fund 268
The 2021-2022 Library Fund 268 budget calls for revenue of \$3,244,172 with expenditures of \$3,409,700 consuming \$165,528 of the fund balance.
 - B. 2021-2022 Contributed Fund Budget 269
The 2021-2022 Library Contributed Fund 269 budget calls for revenue of \$47,500 and expenditures of \$58,400 consuming \$10,900 of the fund balance.
 - C. Financial Report – December 2021
On page 44 of the January, 2022 Board packet.
 - D. Library Fund 268 Expenditure and Revenue Report ending December 31, 2021
Revenue ending December 31, 2021 was \$3,315,321.
Expenditures ending December 31, 2021 was \$1,544,647.
 - E. Library Fund 269 Contributed Fund ending December 31, 2021
Revenue ending December 31, 2021 was \$7,570.
Expenditures ending December 31, 2021 was \$13,834.
 - F. Balance Sheets for Funds 268 and 269 as of December 31, 2021

Ending Fund Balance for Fund 268 as of December 31, 2021 was \$4,265,987.51

Ending Fund Balance for Fund 269 as of December 31, 2021 was \$1,689,391.04

4. Director's Report (Julie Farkas)

On pages 51-61 of the January, 2022 Board packet.

Staff members celebrating anniversaries for February, 2022 are:

- April Stevenson-Information Services-11 years
- Kim Swejkoski- Support Services- 3 years

DEI and HR staff meeting notes are on page 51 of the January, 2022 board packet.

On page 52 is an image of the drinking fountain which was upgraded to include a water bottle filling feature. Visitors to the library still remain low.

The eNewsletter is emailed via Patron Point to over 20,000 card users.

A. Information Technology Report (pages 62-63)

B. Facilities Report (N/A)

C. Information Services Report (pages 64-66)

p. 66 under youth- no social media due to story time not being held that month only.

D. Support Services Report (pages 66-67)

E. Library Usage Statistics Report (pages 68-76)

p. 68 - excited to report that the kiosk had 171 check outs in December, 2nd highest

F. Friends of Novi Library – Jan. 12, 2022 Agenda; Oct. 13, 2021 minutes (pages 77-81)

G. City of Novi Historical Commission- Approved 2022-23 budget as of 1/19/22 (page 82)

Trustee Yu while working at Lakeshore this weekend noticed footprints in the snow to the kiosk and was happy to see that. Trustee Yu asked if programs are in person, virtual or a hybrid. Director Farkas answered there is currently a hybrid mix for programming. At this time, some presenters are comfortable with in person programs and others are not. Future programming mix depends on technology for capacity needs, and presenters comfort level.

Director Farkas announced that planning for community reads is underway. More information to be released in February, 2022.

Trustee Michener is following Michigan libraries and mentioned that some libraries still have limited availability or are closed. Trustee Michener likes accessibility and virtual does provide accessibility to library members who can't make the trip to the library. Also, the lending library being outside does represent a COVID safety measure for patrons wanting to check out items, but are not comfortable entering a building.

Trustee Dooley asked Director Farkas to discuss the DEI scorecards that the staff will be implementing (this idea originated at the Trustee DEI committee). Director Farkas will bring an update on this at a future board meeting.

Public Comment

None

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair-Wood, Bartlett, and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - No meeting; No report.

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair -Crawford, Dooley, Staff Liaison – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn.
 - HR Committee met 1/11/22. See notes (page 83)
 - Next meeting scheduled for: 2/14/22
 - Directors Mid-year review January 27, 2021 in Closed Session
Goals:
 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 support 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, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Meeting held 12/6/2021
 - No meeting; No report

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair -Dooley, Bartlett, Yu, Staff Liaison – Julie Farkas & Dana Brataniec)
 - Meeting held 12/22/21 and 1/18/22; see notes on page 84
 - GOALS:
 1. Read box fundraiser during National Library Week (April 2022)
 2. Bigger ongoing support to Friends of Novi Library
 3. Marketing plan update (Dana Brataniec)
 - Trustee Dooley update: Two read boxes are being auctioned to recognize National Library Week. Reviewing very first draft of marketing plan from communications manager, Dana Brataniec.

5. **Strategic Planning Committee:**
(Chair - Bartlett, Dooley, Staff Liaison – Julie Farkas)
 - No meeting; No report
 - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.

6. **Building/Landscape Committee:**
(Chair-Yu, Cherukuri, Staff Liaison – Julie Farkas)
 - No meeting; no report
 - GOALS:

1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan.
7. **Bylaw Committee: Review of Library Board Bylaws**
 (Chair – Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
- No meeting; no report
 - GOAL: Review current Library Board Bylaws (last updated March 28, 2019)
8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair – Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)
- No meeting held; no report.
 - Goals:
 - Trustee Michener request to address library board:
 - i. Her fear is erasure
 - ii. A lot of initiatives in the DEI packet originated from the Board DEI Committee (i.e. Trustee Michener wrote the staff DEI goals)
 - iii. Always wants a space to talk about DEI at the Board level
 - iv. Does not want work of founding DEI members erased
 - v. The Board DEI committee represents the leaders - they govern and set the stage for the staff DEI committee.
 - vi. Board DEI committee that is currently paused, has a long list of work they would like to undertake
 - vii. Representation matters – for example there is not a Black child represented in the annual report or this evenings power point presentation.

Matters for Library Board Action

1. Approve 2021-2022 268 Library General Fund Budget Year End:
 A motion was made to approve the 2021-2022 268 Library General Fund Budget Year End.
 1st- Trustee Michener
 2nd- Trustee Dooley
 Discussion: Trustee's discussed these budgets in depth during January, 2022 budget meetings.

 Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.
2. Approve 2021-2022 269 Library Contributed Fund Budget Year End
 A motion was made to approve the 2021-2022 269 Library Contributed Fund Budget Year End.
 1st- Trustee Bartlett
 2nd- Trustee Yu
 Discussion: Director Farkas said on p 43 (269 account) in the Capital Outlay section the account numbers for Automated Return System and Mail Entrance Design will change per the City.

 Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

3. Approve 2022-2023 268 Library General Fund Budget

A motion was made to approve the 2022-2023 268 Library General Fund Budget.

1st- Trustee Dooley

2nd- Trustee Michener

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

4. Approve 2022-2023 269 Library Contributed Fund Budget

A motion was made to approve the 2022-2023 269 Library Contributed Fund Budget.

1st- Trustee Yu

2nd- Trustee Dooley

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

5. Approve 2023-2024 268 Library General Fund Budget as Projected

A motion was made to approve the 2023-2024 268 Library General Fund Budget as Projected

1st- Trustee Dooley

2nd- Trustee Michener

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

6. Approve 2024-2025 268 Library General Fund Budget as Projected

A motion was made to approve the 2024-2025 268 Library General Fund Budget as Projected

1st- Trustee Michener

2nd- Trustee Dooley

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

7. Approve NPL @ Your Door Usage Policy (2nd draft)

A motion was made to approve NPL @ Your Door Usage Policy (2nd draft)

1st- Trustee Dooley

2nd- Trustee Michener

Discussion: Director Farkas explained with this new program library materials are mailed to homes, with the mindset to remove barriers and offer accessibility. There are 70 bags to start the program with. An interested cardholder would opt for mail service and opt out of checking out items in person at the library. This service is per individual library patron, not per household. Mail participants are always welcome to visit the library even though they are unable to check out items. Initially a staff member will be involved in applications to verify accuracy of the sign up procedure. Full marketing notices will be sent out in various community newsletters and library marketing materials. This new service will be integrated with the senior community, however, some senior communities such as Fox Run function independently with their own programs. Thank you to the Friends who financially support this program.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

Communications

1. 12/15/21: Email from: Betsey Beaudoin, Re: Fine Free Revenue Group
2. 12/17/21: Email from: Sharon Trumpy, Re: Thank you
3. 12/17/21: Email from Torry Yu, WLCSD Re: Thank you

Closed Session

1. Library Director Mid-Year Review – January 27, 2022. Director Farkas has requested a closed session for her mid-year review.

Entering into Closed Session

A motion was made to enter closed session, the board will be back to adjourn as no further business will be discussed. (Board entered closed session at 8:03pm)

1st –Trustee Yu

2nd- Trustee Bartlett

Roll call vote to enter closed session was unanimous. 5 yes votes. Trustees Cherukuri and Wood are absent /excused.

Exiting Closed Session

Trustees returned at 8:29pm to adjourn

Adjournment

A motion was made to adjourn at 8:29 p.m.

1st— Trustee Michener

2nd— Trustee Yu

Roll Call vote to adjourn was unanimous. 5 yes votes. 0 no votes. Trustees Cherukuri and Wood are absent/excused



Brian Bartlett, Secretary

March 24, 2022

Date