

**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
January 8, 2026, 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, Karla Halvangis

Library Board – 6 board members were recorded present

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

Library Staff

Julie Farkas, Director

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Dooley

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: December 11, 2025 –Regular Board Meeting4-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#658) 13-15

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Bartlett

Motion passes – 6-0

Presentations

N/A

Public Comment

President Sturing: *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.*

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No Public Comment

Reports

1. Student Representatives Report – No Report..... 16
2. President's Report (Mark Sturing)
 - A. Budget Meetings: Saturday, January 17th 10am-2pm; Thursday, February 5th 5-8pm
 - B. 2025 Year in Review ALA: magazine article from American Libraries (Jan/Feb).....17-19
 - C. 2025-2026 Board Committee Assignments21

Trustee Sturing invited Board Members to share comments.

Trustee Crawford wished everyone happy new year.

Trustee Burke noted that the policy committee met and presented a certificate to Trustee Gawalapu in recognition of her service to the Library Board over the last three years.

Director Farkas mentioned that State Librarian Randy Riley passed away suddenly, and she expressed appreciation for his service to Michigan libraries.

Trustee Burke asked if there would be someone to act as interim.

Director Farkas is not sure, but believes that they will search for someone to fill the position; mentioned that they are holding a service and have a memorial fund that people may contribute to.

Trustee Sturing asked about Annual Report on our table.

Director Farkas described it as a "cheat sheet" for the annual report that Dana put together for easy reference.

3. Treasurer's Report (Brian Bartlett)
 - A. 2025-2026 Library Fund Budget 27122-25
 - B. 2025-2026 Contributed Fund Budget 272.....26
 - C. Financial Report November 2025.....27
 - D. Library Fund 271 Expenditure & Revenue Report as of December 31, 2025..... 28-30
 - E. Library Fund 272 Contributed Fund as of December 31, 202531
 - F. Balance Sheets for Funds 271 and 272 as of December 31, 2025.....N/A

Trustee Bartlett noted that the finance committee will go over an adjusted version received from the city staff. The millage showing on the report is not approved by City Council at this time. We will have to sharpen our pencils to make our budget work two to three years out with only the 402,000 revenue line. In addition to making our commitment to the fund balance, we will also have to look at the possibility that we will not be able to cover the additional approximate \$200,000 per year that we have agreed to put aside to prepare for the items identified in our reserve study. Please do not use that in your budgeting because we have about a million dollars less in revenue.

Trustee Dooley asked if we have a date on the agenda.

Trustee Bartlett said we have no commitment to be on an agenda that he has seen. They made a request to meet in September, but the council has only met with Julie and not the finance

committee.

Director Farkas mentioned that the information the Library Board members had in their December packets was also shared with City Council. Those predictions should be used to work on our budget. She was given the directive to reach out to them in February when we get close to final approval because that's when they will start to "hunker down" on the city budget plus our information and then they would schedule a meeting. The City Council would be finishing up their budget process in April, so she will be getting them the information in advance. We are following their timeline.

Trustee Sturing added that even though there isn't a meeting scheduled, they are aware of what we're looking for and it's on their minds.

Trustee Bartlett asked if they are looking for what we will cut if we don't have it – like closing on Sundays.

Director Farkas gave her opinion that we should put together the budget that we can work with without making cuts yet, present it to City Council, and see if they are comfortable with how we are moving forward and using some fund balance to fund operations and capital projects that we know are coming and see if they are willing to meet the .20 the Board has already approved. If not, then we would come back quickly and find ways to make adjustments. She is making some cuts in the budget as it is. She is not looking at cutting hours, but would like to have that discussion as a full Board if that is the direction we appear to be going.

Director Farkas noted the highlight on page 28. The report was pulled before the City's closeout date of 1/10/2026 in order to have it for our Board meeting. The finance committee will have the updated numbers through 1/10/2026. After the city council meeting, she will have the updated numbers through 1/17/2026 for our budget meeting.

4. Director's Report (Julie Farkas)	33-35
A. Door Count Usage Statistics – (Jeff Smith)	36-37
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	38
C. Information Technology Report (Jeff Smith)	39-42
D. Facilities Report (Keith Perfect)	N/A
E. Assistant Director of Public Services Report (Lori Lowery)	N/A
F. Information Services Report (Emily Brush and Rae Manela)	43-45
G. Marketing and Community Promotion Report (Dana VanOast)	46
H. Support Services Report (Sarah Mominee).....	47
I. Library Usage Statistics.....	48-57
J. Friends of Novi Library –Agenda	N/A
K. City of Novi Historical Commission – 10/15/25 Minutes; 11/19/25 Minutes.....	58-61

Director Farkas recognized the staff anniversaries and highlighted upcoming events including the Mayor's Youth Forum. She hopes to have more information about how we will move forward with our own student representative program.

Trustee Sturing suggested removing the "Student Report" heading from our agenda for the time being.

Director Farkas would like to keep the section for the statistics, but will rename it. She thanked Emma DeCenso for working on the NPL Senior Kits with funding from a generous donor and highlighted the Friends of the Library scholarship opportunity.

Trustee Sturing asked how the construction for the new book return is going.

Director Farkas said it is going well. They have one more thing to get ready for when Lyngsoe delivers the machine. They had to add an additional electrical outlet. She relayed a story about a patron handing materials to her when she and Maryann were outside discussing the project before the library was open. She emphasized the importance of communicating with the public.

Trustee Sturing thanked Director Farkas for condensing the construction time.

Trustee Bartlett asked about returning at the Lakeshore Lending Library.

Director Farkas said they don't encourage extra returns there due to volume limitations. She highlighted The Polar Prizes incentive and potential activities that might increase foot traffic out there.

Trustee Crawford asked about the Senior Kits. Those most in need are in assisted living facilities or have a hard time getting out, especially in the winter. She wondered if there is the potential for them to go out to the various facilities.

Director Farkas said she'll have to look into that to see if that's a possibility or if people will be looking at working with caregivers at the various facilities.

Trustee Sturing directed attention to page 50 regarding library usage. He asked if the staff is comfortable with the accuracy of the Verkada system, given the discrepancies between the numbers before and after the adoption of the new system.

Director Farkas said that they are, and the numbers are accurate. The old system may have been duplicating cars. The Verkada only identifies cars and not people (specifically students walking from the high school). It changes our numbers a lot, and she will make a note of it in her State Aid reports to explain the discrepancies and that our numbers are now more accurate.

Trustee Sturing asked if Director Farkas has had a chance to look into the number of materials that are brought in through the drive-up specifically.

Director Farkas said that they will look at the drive-up numbers specifically once the new system is up and running.

Trustee Sturing asked about the 24-hour drive-up we advertised with the new building.

Director Farkas pointed out that the only time the drive-up is closed is when the library is closed two days or more, and that to keep it open all of the time, she would have to pay a staff member overtime to come in on a holiday, which she does not think is a good use of our money.

Trustee Sturing indicated that that may be something we could talk about.

Public Comment – see language above to be recited

Trustee Sturing: *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.*

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No public comment

Committee Reports

1. Policy Committee: Review current public policies for the Library
 - Chair: Burke, Bartlett and Gawalapu; Staff Liaison – Julie Farkas
 - Meeting held on: December 16, 2025
 - iCube Usage Policy 2nd
 - Reading.....62-64
2. HR Committee: Review HR Policies for the Library, Director Review & Goals
 - Chair: Crawford, Dooley, Halvangis; Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan

- No meeting held; Director Update65

Trustee Crawford reported that we are still looking for a recording secretary. She remarked that Director Farkas's update was huge – secretary and then no secretary and then a new Board member! She welcomed Torry Yu as the Board's newly appointed member. We will be interviewing for the recording secretary again.

Director Farkas explained that the person who was offered the position has not responded. We will be interviewing next week for the recording secretary position using previous applicants.

Trustee Sturing remarked that Trustee Halvangis continues to fill in.

Trustee Dooley asked if we can use a recording device at the budget meeting to help with minutes.

Director Farkas will look into it.

3. Building & Grounds Committee:

Chair: Gawalapu, Sturing, Halvangis; Staff Liaison – Julie Farkas

- No meeting held; Director Update 65-66

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

Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas

- No meeting held

5. Events/Marketing/Fundraising Committee: Outreach and fundraising opportunities

Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast

- No meeting held

6. Strategic Planning Committee:

Chair: Bartlett, Crawford; Staff Liaison – Julie Farkas and Dana VanOast, Info Services

- No meeting held

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

Chair: Bartlett, Sturing; Staff Liaison – Julie Farkas

- No Meeting held

8. DEI: Diversity, Equity and Inclusion Committee

Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas

- No meeting held

Matters for Library Board Action

1. 2nd Reading: iCube Usage Policy..... 62-64

Motion: To approve the iCube Usage Policy set forth on pages 62-64

Motion for Approval – 1st – Trustee Dooley

2nd – Trustee Crawford

Trustee Dooley suggested some changes in language and order of information for emphasis.

After some conversation, Trustee Dooley agreed to amend her motion to include the following adjustments: Under the heading of Safety, change the first bullet to read "Immediately report to a Library staff member any iCube accident/incident that occurs." Under the heading Equipment Usage, make the fourth bullet point the second bullet point. And under the same heading, make the information under the subheading No Liability into bullet points.

Trustee Crawford, as the second for the motion, also agreed.

Motion passes – 6-0

Communications

N/A

Adjournment

Motion: To adjourn at 7:38 PM

Motion to Adjourn – 1st – Trustee Halvangis
2nd – Trustee Burke

Motion Passes – 6-0

Closed Session

1. Library Director Mid-Year Review, Closed Session requested by Library Director

Motion: To adjourn at 8:25 PM

Motion to Adjourn – 1st – Trustee Sturing
2nd – Trustee Bartlett

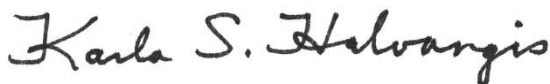
Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2026.....68
- Library Closings 2026.....69

2025 Future Events:

- 1/10/26: City Council Meeting/Goal Setting Session, 9am, City of Novi
- **1/17/26: Library Board Budget Session 10am-2pm, Novi Public Library**
- **1/19/26: LIBRARY CLOSED: Martin Luther King Jr. Day**
- 1/21/26: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **2/5/26: Library Board Budget Session 6-8pm, Novi Public Library**
- 2/12/26: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers (Budget Approval for 2026/2027)
- 2/18/26: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library



Karla Halvangis, Secretary

February 12, 2026

Date