MINUTES

Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
June 11, 2026, 7 PM
Novi Civic Center, Council Chambers

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
Brian Bartlett, Treasurer
Kat Dooley, Vice President
Mark Sturing, President
Karla Halvangis, Secretary
Lori Burke, Board Member
Torry Yu, Board Member
Student Representatives
Positions not filled at this time
Library Staff
Julie Farkas, Director
Kirstin Kaufhold, Recording Secretary

Approval of Agenda 1-3

Motion: To approve the addition to the agenda for the 4th Quarter Amendment for Library Budgets 271 and 272 for 2025-2026.

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Bartlett.
Motion passes – 6-0

Consent Agenda
1. Approve Minutes of: May 14, 2026 –Regular Board Meeting 4-14
2. Approve Claims and Warrants of:
A. Accounts 271and 272 (#663) 15-17

Motion: To approve the Consent Agenda Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Burke
Motion passes – 6-0

Trustee Sturing inquired about the vendor, CDW Government, stating that he did not recognize the vendor.

Director Farkas responded that the Library utilizes CDW Government approximately once per year for computer hardware purchases.

Presentations

1. Ian Duncanson - MSUFCU for the check presentation for $10,000 18

Director Farkas reported that the Library has partnered with MSU Federal Credit Union (MSUFCU) through Ian Duncanson to provide sponsorship support for the Novi Public Library. The funding will support collections, programming, and technology initiatives, including the Library's iCube makerspace and 3D printer. Director Farkas expressed appreciation for MSUFCU's generous contribution and ongoing partnership with the Library.

Mr. Duncanson, representing MSUFCU's Community Impact Division, stated that as MSUFCU expands into new communities, it remains committed to investing in those communities. He noted that MSUFCU is a nonprofit organization that reinvests in community programs and services and that the credit union's growing membership enables it to increase its charitable giving. Mr. Duncanson expressed his appreciation for the opportunity to support the Novi Public Library's programs, which foster literacy and community engagement, and stated that MSUFCU is pleased to continue its partnership with the Library.

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

3. Teen Space Statistics 19

4. President’s Report (President Mark Sturing)
   A. Governor Whitmer’s Every Child Reads Champions Council 20-21
   B. Email from Director Farkas to Deputy Consul General Yamane Re: Read Japan Project 21
   C. 2026-2027 Draft Board Committee Assignments 22
   D. Reflections from Board Members

Director Farkas reported that the Teen Space remained open throughout the holiday period and has recorded 5,854 visits annually. Summer Reading activities are now underway. She expressed appreciation for the Teen Space staff, noting their efforts to actively engage with teens and build relationships rather than solely monitor the space. Director Farkas stated that the initiative has been a positive addition to library services.

Director Farkas also reported that she and Trustee Yu will meet to discuss the development of a student representative position for the Library Board, with the goal of introducing the opportunity in the fall.

In response to an inquiry from Trustee Burke regarding Teen Space attendance figures, Director

Farkas explained that the count reflects only teens entering the Teen Space and that approximately 10 percent of Novi High School students visit the space on a daily basis. She noted that the increased engagement has had a positive impact and that, unlike in previous years, no behavior-related calls to the high school have been necessary.

Trustee Burke inquired about staffing levels in the Teen Space. Director Farkas stated that one librarian is assigned to the space each day on a rotating basis and that the maximum occupancy is 70 teens.

Trustee Sturing commented on Governor Whitmer's executive order establishing the Every Child Reads Champion Council to support literacy and student success initiatives. Director Farkas indicated that the Library most likely will participate in the program.

Trustee Sturing also noted the success of the Read Japan Project event.

Trustee Sturing reported that Trustee Dooley had been appointed Chair of the Human Resources Committee. He further stated that several strong candidates had been identified for open library positions and that hiring decisions were expected to be considered at the June 22 meeting.

Trustee Sturing reported on three board member meet-and-greet sessions attended by approximately 20 staff members. He stated that the meetings provided an opportunity for productive discussion and meaningful interaction. Trustee Dooley concurred, noting that staff asked thoughtful questions and participated in open dialogue. He recommended that similar sessions be held regularly and commented on the staff's dedication to the community, their professions, and library patrons.

Trustee Yu echoed the positive feedback regarding the board member meet-and-greet sessions, noting the value of personal interaction and transparency. He also reported attending the Read Japan Project event and noted that the Library received 125 donated Japanese cultural materials.

Trustee Dooley reported attending a Friends of the Library meeting and expressed appreciation for the organization's support of library programs and services. She noted that the Friends would hold their annual budget review meeting in July and encouraged community members to support the organization through membership.

Trustee Halvangis reported attending staff events, including the Read Box unveiling, and expressed appreciation for the artwork and the opportunity to participate.

Trustee Bartlett reported attending a community event featuring cultural performances, including Polish dancers and Japanese drummers. He noted that the event was well attended and successful.

5. Treasurer's Report (Trustee Brian Bartlett)

Trustee Bartlett noted that a new Director of Finance has been hired for the City of Novi and stated that this addition will allow the City to rely more directly on internal financial reporting rather than third-party resources.

Director Farkas expressed appreciation for staff for their anniversaries and thanked them for their service and contributions.

Director Farkas also recognized the volunteers who participated in the Community Impact Day, noting their assistance with the Read Box project and the preparation of hundreds of books for distribution.

Trustee Burke inquired whether the same types of books are placed in all Read Boxes. Director Farkas explained that materials are selected based on the location of each Read Box and are tailored to the anticipated audience. For example, Read Boxes located near splash pads are stocked primarily with youth materials.

Director Farkas highlighted upcoming library events, including the Detroit Tigers event on June 22 and the Summer Songfest concert series, which will begin on Thursdays at 6:30 p.m. at Paradise Park.

Trustee Halvangis inquired about the results of the DTE Energy Audit. Director Farkas reported that the audit provided recommendations for improving energy efficiency within the building and identified potential rebate opportunities related to the Library's automated book return system. She noted that the Library has converted portions of its lighting to LED fixtures and continues to evaluate additional efficiency improvements. Trustee Sturing commented that DTE's energy audit program has been well received by homeowners and businesses and often results in useful energy-saving recommendations.

Trustee Burke inquired about planned furniture purchases, parking lot repairs, and the Launchpad program. Director Farkas stated that the Library is purchasing flexible patio furniture and that the parking lot work consists of annual crack-sealing maintenance previously approved in the budget. She further reported that Launchpads, digital learning devices for youth, are scheduled to be introduced in July. Director Farkas also noted that the Library seeks to reuse technology equipment whenever possible.

Trustee Yu inquired about the meaning of the colored slips used on library materials and expressed appreciation for the information provided regarding staff activities and time allocation. Director Farkas stated that he would provide additional information regarding the color-coding system.

Trustee Dooley commented on the Library's cardholder demographics and noted that patrons between the ages of 36 and 55 represent the largest cardholder group.

Public Comment

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No Public Comment

Committee Reports

1 **Policy Committee:** Review current public policies for the Library
(Chair: Burke, Bartlett, Yu and Staff Liaison – Julie Farkas)
- Meeting held: 6/9/26 for 1st Draft review of several public policies 79-108

2 **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Dooley, Halvangis, OPEN, Staff Liaisons – Julie Farkas and Kristen Sullivan, HR Specialist)
- Meeting held: May 12, May 26 and June 3 109-119
- ACTION: Approve closing the Library on Sundays July 5th and July 19th

3 **Building & Grounds Committee:** Review Building, Grounds and IT infrastructure needs (Chair: Sturing, Halvangis, Yu (Staff Liaison – Julie Farkas, Maryann Zurmuehlen and Jeff Smith)
- ACTION: Approve the Main Entrance Door Project Bid 120-121
- Meeting held: 6/2/26 Re: Technology Plan

Trustee Yu reported that the committee met the previous week to discuss future technology trends and opportunities to modernize and refresh the Library's technology infrastructure. He noted that the discussion included detailed information regarding the Library's infrastructure and, therefore, was not shared publicly in its entirety.

4 **Finance Committee:** Financial assessment, review and planning for the Library
(Chair: Bartlett, Burke, Sturing; Staff Liaison – Julie Farkas)
- Meeting held: May 27th ACTION: Approve 2nd Draft of Financial Plan 122-125

5 **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke, Yu; Staff Liaisons – Julie Farkas and Dana VanOast)
- Meeting held: No meeting held N/A

6 **Strategic Planning Committee:**
(Chair: Bartlett, OPEN, Staff Liaisons – Julie Farkas and Lori Lowery)
- Meeting scheduled for: July 1, 2026 N/A

7 **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
- Meeting held: no meeting held N/A
- Information from Trustee Bartlett Re: Matters for Board Action 126

8 **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Halvangis, Dooley, OPEN (Staff Liaison – Julie Farkas)
- Meeting held: no meeting held N/A

Matters for Library Board Action

1 Policy Committee: 1st Draft of the Following Policies: 79-108

- Circulation; Confidentiality; Collection Development; Computer & Internet Usage; Customer Service; Distribution & Postings; Emergency Closing; Patron Behavior

Trustee Burke reported that the Policy Committee met and identified several minor grammatical corrections. She stated that policies may be approved with grammatical changes provided the intent and content are not altered. She noted one substantive revision to the Circulation Policy on page 85 (as indicated in red).

Trustee Bartlett reported receiving patron concerns regarding the Circulation Policy, noting that some individuals feel there is no incentive to pay fees promptly. He stated that once materials are ordered, the Library has already incurred the associated cost, and that notification of ordering serves as an incentive for timely payment.

Trustee Halvangis referenced pages 81 and 83, noting language regarding parent/guardian requirements. She suggested clarifying that a second parent or guardian may be added to a child's account and referenced renewal procedures involving a second parent or guardian.

Director Farkas clarified that only one parent is currently required for renewal purposes.

Motion: To approve the Confidentiality Policy with grammatical with grammatical and punctuation revisions.

Motion for Approval – 1st – Trustee Burke
2nd – Trustee Dooley

Motion passes – 6-0

Trustee Burke moved to adopt the policy with the revisions indicated in red.

Motion: To approve the Collection Development Policy with grammatical and punctuation revisions.

Motion for Approval – 1st – Trustee Yu
2nd – Trustee Dooley

Motion passes – 6-0

Trustee Sturing stated that he would respect any trustee who is not prepared to vote on an item, particularly if it was expected to be a discussion item.

Trustee Burke moved to approve the Computer & Internet Usage Policy with the revisions noted in red.

Trustee Dooley inquired regarding the definition of "CSAM" under the lawful use section and asked whether it refers specifically to child sexual abuse material or to pornography in general.

Farkas responded that pornography cannot be broadly prohibited under the First Amendment.

Trustee Halvangis noted a revision on page 96 would need to align with the Behavior Policy with language on page 107, which states that only one patron per computer or seating area is permitted.

Motion: To approve the Computer & Internet Usage Policy with grammatical and punctuation revisions.

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Bartlett

Motion passes – 6-0

Trustee Burke moved to adopt the policy with the revisions indicated in red.

Motion: To approve the Customer Service Policy with grammatical and punctuation revisions.

Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Yu

Motion passes – 6-0

Trustee Burke moved to adopt the policy with the revisions indicated in red.

Motion: To approve the Distributions & Postings Policy with grammatical and punctuation revisions.

Motion for Approval – 1st – Trustee Burke
2nd – Trustee Dooley

Motion passes – 6-0

Trustee Burke noted a question regarding page 102 and suggested whether staff shortages should be specifically addressed and brought forward for discussion.

Trustee Halvangis agreed with the general intent and suggested that including language such as "including, but not limited to" would provide broader coverage.

Motion: To approve the Emergency Closing Policy with grammatical and punctuation revisions.

Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Halvangis

Motion passes – 6-0

Trustee Burke noted a question regarding page 107 and requested that the seating language be revised to be consistent with the Computer & Internet Usage Policy change allowing, where space permits, for seating by up to two individuals at a computer.

Motion: To approve the Patron Behavior Policy with the correction specifying a limit of two patrons per computer, space permitting, and with grammatical and punctuation revisions.

Motion for Approval – 1st – Trustee Yu
2nd – Trustee Dooley

Motion passes – 6-0

Trustee Burke requested to review the revised language prior to finalization of changes to the Patron Behavior Policy.

Director Farkas stated that the revised language will be brought back for Board review.

2 <u>HR Committee:</u> based on the current staff shortage at NPL, the Committee recommends to approve two Sunday closures, July 5th and July 19th. Any other staffing shortages that result on a Sunday throughout the summer will be considered an emergency closure and notified to the community as quickly as possible 119

Motion: To approve closing the library for two Sunday closures, July 5th and July 19th.

Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Halvangis

Motion passes – 6-0

Trustee Sturing commended staff for their efforts in coordinating schedules and adjustments that resulted in limiting Sunday closures to two days.

Trustee Dooley noted that the Board had extensive discussion regarding the staffing effort required to support Sunday operations.

Director Farkas reported that the Library is currently approximately 103 hours short in the Information Services department and that staff schedules were adjusted to maintain service, including the cancellation of some story times. She thanked department supervisors for their assistance in coordinating coverage. She noted that, due to staffing limitations and safety considerations, service levels must be reduced when adequate coverage is not available. She further stated that closures are proposed for July 4 due to the holiday weekend and on July 19 due to anticipated high usage during the Festival of Chariots, which has previously resulted in capacity issues and patron concerns.

Trustee Burke expressed support for the proposed closures and recommended that event organizers be informed in advance regarding restroom availability and library access limitations during the Festival of Chariots.

Trustee Yu stated that the recommended two closure days were reasonable and acknowledged staff flexibility in adjusting schedules. He inquired about Sunday operations with limited facilities staffing.

Director Farkas responded that meeting room rentals are not accepted on Sundays when facilities staffing is limited to alternating coverage.

3 Building & Grounds Committee: recommends approval of the 2nd bid in the amount of $119,897 with a contingency that must be approved by the Library Director with a not to exceed $5,750. Contract must be written for a completion date of September 30, 2026 120-121

Motion: To approval of the 2nd bid in the amount of $119,897 with a contingency that must be approved by the Library Director with a not to exceed $5,750 for the main door. Contract must be written for a completion date of September 30, 2026

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Burke

Motion passes – 6-0

Trustee Halvangis offered a friendly amendment to include *the main door* project within the motion.

Trustee Yu stated that the project was part of the original bid process and noted concerns regarding the bidders' ability to meet the original deadline. He indicated that the first bidder acknowledged the bid as incomplete, which contributed to delays, and that the process subsequently moved to the second bid.

Director Farkas confirmed with the Finance Department that no additional bidding process is required for the project.

4 Finance Committee: Approve the Financial Policy (2nd Draft) 122-125

Motion: Approve the financial policy 2nd draft with noted change on p.123.

Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Yu

Motion passes – 6-0

Trustee Halvangis requested a correction to page 123 should state the primary sources of the operating funds “are” for the library.

Trustee Bartlett inquired how any excess funds would be applied to the next budget cycle, noting that the question arose from discussions with the City regarding the disposition of surplus funding.

5 From Trustee Bartlett: President of the Library Board releasing items “For Discussion or Motion” similar to the Novi Mayor Discussion 126

Trustee Bartlett discussed agenda organization and noted that other local governing bodies with financial oversight responsibilities distinguish between discussion items and action items on their agendas. He suggested that agenda items be clearly identified as either discussion or action items and that committee chairs be provided opportunities to introduce matters for Board consideration.

Trustee Sturing agreed that greater clarity would be beneficial and stated that future agenda items would be more clearly designated as either discussion or action items. He noted that some discussion items may evolve into actionable matters during the course of a meeting. Trustee Sturing further stated that trustees should have adequate notice and preparation before being asked to vote on an item.

Director Farkas suggested identifying agenda items as either "For Approval" or "For Discussion" and including the applicable committee designation to provide additional clarity.

6 Policy Committee: 1st Draft Library Board Calendar for 2027 131

Motion: Approve the 1st draft library board calendar for 2027.

Motion for Approval – 1st – Trustee Burke
2nd – Trustee Dooley

Motion passes – 6-0

7. Approve Closure on Friday, December 18, 2026 for Staff Professional Development 8:30-12:30pm and City of Novi Holiday Event 1-4 pm 132

Motion: Approve closing the library on Friday, December 18, 2026 for Staff Professional Development 8:30-12:30pm and City of Novi Holiday Event 1-4 pm

Motion for Approval – 1st – Trustee Yu
2nd – Trustee Halvangis

Motion passes – 6-0

8 Policy Committee: 1st Draft Library Closings for 2027 133

Motion: Approve the library closings for 2027 with omitting the Friday in December (Staff Holiday Event w/ City of Novi) and changing the March meeting date to March 25.

Motion for Approval – 1st – Truste Burke
2nd – Trustee Dooley

Motion passes – 6-0

Trustee Burke proposed removing the December Friday entry related to the staff holiday event/City of Novi event from the calendar.

Director Farkas explained that the event has not yet been confirmed and recommended waiting until additional information is available before including it on the schedule.

Trustee Yu noted a correction to the meeting calendar, changing the March meeting date from March 26 to March 25.

9. To move and approve the budget amendment for 4th quarter for accounts 271/272……27

Motion: Approve the 4th Quarter Amendment for Library Budgets 271 and 272 for 2025-2026.

Motion for Approval – 1st – Trustee Barlett
2nd – Trustee Burke
Motion passes – 6-0

Communications
1. Email from Crystal Cannon Re: Summer Story times 127
2. Email from Barbara Wees Re: Jewish American Heritage Month 128-129

Trustee Sturing expressed appreciation to Director Farkas for her prompt responses to patron inquiries and concerns.

Closed Session
1. Library Director's Annual Review N/A

Motion: To end close session.

Motion for Approval – 1st – Truste Halvangis
2nd – Trustee Yu
Motion passes – 6-0

Motion: To increase Director Farkas annual salary by 3%.

Motion for Approval – 1st – Truste Burke
2nd – Trustee Sturing
Motion passes – 6-0

New Business

Adjournment

Motion: To adjourn at 9:52 PM.
Motion for Approval – 1st – Trustee Yu
2nd – Trustee Burke
Motion passes – 6-0

Supplemental Information
- Library Board Calendar 2026 and Draft of Calendar 2027 130-131
- Library Closings 2026 and Draft of Closings 2027 132-133

2026 Future Events:
- 6/11/26: Library Board of Trustees Meeting at 7pm, City of Novi – Director Annual Review

- 6/17/26: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- **6/19/26: LIBRARY CLOSED – JUNETEENTH**
- **6/21/26: LIBRARY CLOSED – FATHER'S DAY**
- **7/3 – 7/4: LIBRARY CLOSED – 4th of July Holiday**
- 7/8: Friend of Novi Library Annual Meeting at 7pm, Novi Public Library
- 7/9: Library Board of Trustees Meeting at 7pm, City of Novi
- 7/15: City of Novi Historical Commission Meeting at 7pm, Novi Public Library

Karla S. Halvangis

Karla Halvangis, Secretary

July 9, 2026

Date