



**Library Board of Trustees – Regular Meeting  
Final Draft – MINUTES  
May 23, 2024, 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 Dooley**

**Library Board – 6 board members were recorded present**

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

**Student Representatives**

- Alexandra DeMore
- Alyna Dohadwala

**Library Staff**

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

**Approval of Agenda.....1-3**

**Motion:** To approve the Agenda as presented  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Bartlett  
**Motion passes – 6-0**

**Consent Agenda**

- 1. Approve Minutes of: April 25, 2024 Regular Board Meeting.....4-9
- 2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#638).....10-12

**Motion:** To approve the Consent Agenda as presented  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford

**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 – April 2024.....13-15
- 2. President's Report (Mark Sturing) .....N/A
  - A. 2024-2025 Board Committee Assignments.....17

Trustee Sturing: Attended Friends of the Novi Public Library meeting with Director Farkas this month and discussed adding a provision to the Friends Operating Agreement regarding large donations.

Director Farkas: You will see language about the provision in the June board packet.

Trustee Crawford: Attended the Library's On the Road trip to Detroit and the Historical Commission's Titanic program; both were great successes. Upcoming Historical Commission program is History of the Detroit Coney Dog on June 10.

Trustee Dooley: Attended Rev Up 2030 conference which was focused on DEI. Will be bringing lots of good takeaways to the DEI Committee and will share resources with the rest of the Board. Encouraged everyone to attend the API Heritage Festival on June 2 in Fuerst Park, put on by Dear Asian Youth Novi.

Director Farkas: Seconded Trustee Dooley's comments on the API Heritage Festival and noted that if there is inclement weather, it will take place at Novi High School.

- 3. Treasurer's Report (Brian Bartlett)
  - A. 2023-2024 Library Budget Fund 271 .....18-20
  - B. 2023-2024 Contributed Fund Budget 272.....21
  - C. Financial Report April 2024.....22
  - D. Library Fund 271 Expenditure & Revenue Report as of April 30, 2024.....23-25
  - E. Library Fund 272 Contributed Fund as of April 30, 2024.....26-27
  - F. Balance Sheets for Funds 271 and 272 as of April 30, 2024.....28-29

Trustee Bartlett: Not much has changed from last report. We are in good shape for the end of the fiscal year.

Director Farkas: Noted that the City of Novi just approved budgets for the third quarter, so the Library's investment numbers are not yet included past Q3, but will be in the June board packet.

- 4. Director's Report (Julie Farkas).....30-40

A. Information Technology Report (Jeffrey Smith).....	41-44
B. Facilities Report (Keith Perfect).....	45
C. Information Services Report (Hillary Hentschel).....	45-50
D. Support Services Report (Maryann Zurmuehlen).....	51
E. Library Usage Statistics.....	52-60
F. Friends of Novi Library – Agenda 5/8/24; Minutes 4/10/24.....	61-64
G. City of Novi Historical Commission – Minutes 3/20/24.....	65-67

Director Farkas: Noted that the Library will be closed to the public on Friday, May 24 to allow the parking lot maintenance to begin and be completed in time for Memorial Day events on Monday, May 27.

Included report from a secret shopper program the Library conducted in April. The Library used an outside company which looked at many different areas of service. Believes the results are a testament to the Library's almost 70 employees and their commitment to customer service. This report will help drive both the Strategic Plan and a new Customer Service Plan that the staff Customer Service Committee is working on.

Trustee Crawford: Staff should be very proud of secret shopper results.

Trustee Dooley: The report reaffirmed all the hard work the staff does every day. Noted that an opportunity for improvement is in making iCube appointments easier to schedule.

Director Farkas: We are already looking into a new scheduling process for the iCube. Included information about events going on for the summer reading program. Thanked Paradise Park and the Friends of the Novi Public Library for their event sponsorship. Noted that the summer reading program brochures will be handed out to every elementary school student.

Trustee Dooley: Wondered if there are conversations about bringing prices down for digital content.

Director Farkas: Libraries nationwide are working on lobbying digital vendors for fair pricing. NPL is getting better pricing by purchasing our digital content through The Library Network consortium.

**Public Comment**

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No Public Comment

**Committee Reports**

- Policy Committee:** Review current public policies for the Library

  - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  - Minor edits proposed for five (5) Public Policies: Changes to Policies, Definitions, Emergency Closing Policy, Financial Policy and Information & Reference Services Policy.....68-76
  - 6/27/24: Approval of the 2025 Closure and Holiday Calendar.....N/A
- HR Committee:** Review HR Policies for the Library, Director review & goals

  - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
  - Meeting Held on 5/14/24.....N/A
  - **Director's Annual Review** – June 27, 2024, Director is requesting a Closed Session. Performance review documentation will be sent to Board members the week of May 20 by Trustee Dooley,

with the expectation that Board members will submit scores and comments to Trustee Dooley by June 17.

- 3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
  - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
  - Meeting Held on 5/9/24.....N/A
- 4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - Meeting Scheduled for 5/20/24.....N/A
- 5. **Strategic Planning Committee:**
  - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Hillary Hentschel
  - 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
  - Meeting Scheduled for 5/21/24.....N/A

**Matters for Library Board Action**

- A. Approve: Changes to Policies Policy.....68

Director Farkas: This is used to explain how policies are decided.

**Motion:** To approve the Policies Policy  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley  
**Motion passes – 6-0**

- B. Approve: Removal of Definitions Policy.....69

Director Farkas: Felt that we did not need a policy of definitions. Instead, definitions will be included in individual policies as needed.

**Motion:** To approve the removal of the Definitions Policy  
Motion for Approval – 1<sup>st</sup> – Trustee Burke  
2<sup>nd</sup> – Trustee Bartlett  
**Motion passes – 6-0**

- C. Approve: Emergency Closing Policy.....70

Director Farkas: Main change is to clarify how we will notify the public of emergency closings.

**Motion:** To approve the Emergency Closing Policy  
Motion for Approval – 1<sup>st</sup> – Trustee Halvangis  
2<sup>nd</sup> – Trustee Crawford  
**Motion passes – 6-0**

D. Approve: Financial Policy.....71-74

Trustee Bartlett: Changes include removing the mission statement because it is repetitive, highlighting the role the City of Novi plays and adding in language about contracts and purchasing guidelines.

Trustee Halvangis: Noted a grammatical error on the first line of Page 72 – “is” should be changed to “are”.

Trustee Burke: Had a question about when capital purchases are approved by the Board.

Director Farkas: Clarified that all capital purchases are approved by the Board during the yearly budget process.

**Motion:** To approve the Financial Policy with the understanding that the grammatical error on Page 72 will be corrected

Motion for Approval – 1<sup>st</sup> – Trustee Bartlett

2<sup>nd</sup> – Trustee Crawford

**Motion passes – 6-0**

E. Approve: Information & Reference Services Policy.....75-76

Director Farkas: Removed some repetition and added language regarding personal information to protect staff and patrons.

**Motion:** To approve the Information & Reference Services Policy

Motion for Approval – 1<sup>st</sup> – Trustee Dooley

2<sup>nd</sup> – Trustee Burke

**Motion passes – 6-0**

F. Approve: 2024-2025 Salary recognizing the change from 2% to 4% for the salary ranges by grade based on Labor Attorney review, effective July 1, 2024.....78

Director Farkas: Updating the Novi Public Library Salary Structure to reflect the 4% increase that was already approved by the Board for 2024-2025.

**Motion:** To approve the 2024-2025 Salary recognizing the change from 2% to 4% for the salary ranges by grade based on Labor Attorney review, effective July 1, 2024

Motion for Approval – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Dooley

**Motion passes – 6-0**

**Communications**

- 1. 4/24/24: Email from: Andrea Czarniecki Re: Mental Health Alliance Book Discussion held on April 22, 2024.....80

**Closed Session**

No Closed Session

**Adjournment**

**Motion:** Motion to adjourn at 7:56 PM

Motion to Adjourn – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Bartlett

**Motion Passes – 6-0**

**Supplemental Information**

- Library Closings 2024.....81
- Library Board Calendar 2024.....82

**2024 Future Events:**

- **LIBRARY CLOSED: May 24 – May 27 for Memorial Day holiday weekend**
- 6/3/24: Summer Reading Program begins
- 6/12/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- **LIBRARY CLOSED: June 16 for Father's Day**
- **LIBRARY CLOSED: June 19 for Juneteenth**
- 6/26/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 6/27/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: July 4 – July 7 for Independence Day holiday weekend**
- 7/10/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 7/17/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 7/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers



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Kat Dooley, Secretary

June 27, 2024

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Date