



**Library Board of Trustees – Regular Meeting  
Final Draft – MINUTES  
June 12, 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, Karla Halvangis**

**Library Board – 7 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  
Ajeeta Gawalapu, Board Member

**Student Representatives**

Alexandra DeMore  
Alyna Dohadwala

**Library Staff**

Julie Farkas, Director  
Amy Crockett, Recording Secretary

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

Trustee Sturing: Reminded board members that by approving the presented agenda, the board is also approving the Closed Session for Director Farkas' annual review.

**Motion:** To approve the Agenda as presented

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

**Motion passes – 7-0**

**Consent Agenda**

1. Approve Minutes of: May 8, 2025 Regular Board Meeting.....4-10
2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#651).....11-13

**Motion:** To approve the Consent Agenda as presented

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

Trustee Burke: Asked about why the engraver for the iCube Makerspace came out of the 271 account instead of the 272 account (page 11).

Director Farkas: Explained that all iCube expenses got moved into the 271 account last year because this equipment is not a capital expense.

Trustee Burke: Asked what the payments to Baker & Taylor and Midwest Tape on page 11 were for.

Director Farkas: Explained that the Baker & Taylor payment is for books and the Midwest Tape payment is for DVD/Blu-rays. She will make sure the chart has better descriptions moving forward.

Trustee Burke: Wondered why there were payments to both USPS and Stamps.Com (page 11).

Director Farkas: Explained that the monthly service charge to Stamps.Com is for a subscription we need to have so we can provide the materials by mail service to patrons. Then the actual postage cost to USPS varies per month based on how many materials we send that month.

### **Motion passes – 7-0**

#### **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 – May 2025.....14-15

Director Farkas: Noted that July will be the last meeting for Student Representatives DeMore and Dohadwala, who are finishing their 2-year term. They will give their annual report at the July meeting and we will have a small celebration for them. Thanked them for all they have done.

2. President's Report (Mark Sturing)
  - A. 2025-2026 Board Committee Assignments.....17
  - B. Director's Annual Review in Closed Session – June 12, 2025, HR Committee

Trustee Sturing: Noted that the committee assignments need to be updated under the Committee Reports section of the meeting agendas moving forward to reflect the recent changes.

Trustee Halvangis: Attended the Historical Commission's Normandy presentation as well as the unveiling of the new Read Box at Jessica's Splashpad with Trustees Burke and Sturing.

Trustee Burke: Asked how the library measures the usage of the Read Boxes.

Director Farkas: Explained that library staff count how many books are in each Read Box when they go to refill them every week. She reminded everyone that all the books that go into the Read Boxes have been donated and that if people want to donate books for the Read Boxes to please bring them to the library, instead of just leaving them in the Read Boxes.

Trustee Sturing: Reminded everyone that the Friends of the Novi Public Library are sponsoring wonderful concerts at Paradise Park on select Thursdays and on the library's patio on select Tuesdays this summer.

Director Farkas: People are encouraged to pick up lunch from the Library Café during Tuesday Tunes to help support the Café.

3. Treasurer's Report (Brian Bartlett)
  - A. 2024-2025 Library Budget Fund 271.....18-21
  - B. 2024-2025 Contributed Fund Budget 272.....22
  - C. Financial Report May 2025.....23
  - D. Library Fund 271 Expenditure & Revenue Report as of May 31, 2025.....24-26
  - E. Library Fund 272 Contributed Fund as of May 31, 2025.....27
  - F. Balance Sheets for Funds 271 and 272 as of May 31, 2025.....28-29

Trustee Bartlett: Will discuss budget updates later, during Matters for Board Action. Noted that there has been a change in leadership within the City of Novi's Finance Department.

4. Director's Report (Julie Farkas).....30-34
  - A. Door Count Usage Statistics – May 2025 (Jeffrey Smith).....35-36
  - B. Information Technology Report (Jeffrey Smith).....37-40
  - C. Facilities Report (Keith Perfect).....41
  - D. Information Services Report (No Dept. Head at the Time).....42-49
  - E. Marketing and Community Promotion (Dana VanOast).....50-51
  - F. Support Services Report (Sarah Mominee).....52
  - G. Library Usage Statistics.....53-62
  - H. Friends of Novi Library.....N/A
  - I. City of Novi Historical Commission – Minutes 4/16/25.....63-65

Trustee Crawford: Asked how many books can go into a Read Box at one time.

Director Farkas: Typically around 30-40 books can fit at one time.

Director Farkas: Discussed the recent change of Northville District Library leaving the shared catalogue system through The Library Network to become a standalone library. Northville and Novi residents will still be able to check items out from both libraries, but will have to go to the other library to register their card with the other library's system, and there will be restrictions. Northville patrons will not be able to put items from Novi (or other TLN libraries) on hold, they will have to go through the Michigan Electronic Library (MeL) to do that. Encouraged anyone with questions to reach out the Northville District Library because this was their decision.

Discussion about why Northville District Library made this decision. In response to board member questions, Director Farkas explained that this will not affect Neighborhood Library Association programming, such as the annual Community Reads event that Northville participates in, that residents who go to Northville schools but live in Novi will still be considered Novi patrons because they pay Novi taxes, and that we are providing information about these changes to patrons, including through the June eNewsletter and with a dedicated page on our website.

## 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.*

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No Public Comment

## Committee Reports

1. **Policy Committee:** Review current public policies for the Library
  - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas

- No Meeting Held.....N/A
- Approve Public Policies: Circulation, Confidentiality and Public Relations, Media, Photography & Videography Policy.....67-96

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
  - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
  - Meeting Held on 5/29/25.....97

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
  - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
  - Meetings held on 5/29/25, 6/3/25 and 6/4/25.....97-101

Trustee Bartlett: Attended reserve study meeting. The company went through the entire building in meticulous detail. We should get a report back from them in the next month or two.

Discussion about reserve study company explaining that seal coating for parking lots is not necessary. The library had this scheduled over Labor Day Weekend as part of some other parking lot repairs, but Director Farkas will cancel the seal coating part of the work now.

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - Meeting held on 5/7/25.....N/A
  - Planning meeting for 65<sup>th</sup> Anniversary held on 5/13/25.....N/A

5. **Strategic Planning Committee:**
  - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A

6. **Building & Grounds Committee:**
  - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
  - Meeting held on 5/29/25.....101-102

Trustee Gawalapu: We received renderings from an architect for new entrance possibilities.

Director Farkas: Once we receive the results from the reserve study, we will decide how we want to move forward with the entrance.

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: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
  - Meeting held on 5/29/25.....103

Trustee Halvangis: The DEI Committee will be previewing a book about serving patrons with disabilities and will pass it along to the rest of the board if they decide it is something they'd like everyone to read.

## Matters for Library Board Action

1. Approve the 4<sup>th</sup> Quarter Amendment for Library Budgets 271 and 272 for 2024-2025.....18-22

Trustee Sturing: Pointed out that changes from the original budget are highlighted in yellow. These changes lower the 271 account deficit significantly. We are still waiting on some numbers from the City, so this is not set in stone, but is much closer to what we can expect. We are looking to approve changes for both the 271 account and the 272 account, which also reflects a lower deficit than predicted.

Director Farkas: Noted that this budget amendment will be presented at the City Council's June meeting. They recognize the library's budget, but the library board approves it. We still have to finish out the fiscal year and get final numbers audited, so there will be some more changes, but we can use this amendment for moving forward with our reserve study. Thanked the Finance Committee for all their work on this.

**Motion:** Approve the 4<sup>th</sup> Quarter Amendment for Library Budgets 271 and 272 for 2024-2025

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

2<sup>nd</sup> – Trustee Sturing

**Motion Passes – 7-0**

2. Approve the Circulation Policy.....67-74

**Motion:** Approve the Circulation Policy

Motion to Approve – 1<sup>st</sup> – Trustee Dooley

2<sup>nd</sup> – Trustee Crawford

Director Farkas: Explained that the library has always had a Circulation Policy outlining library cards, eligibility, renewal, borrowing periods, fees, etc. This is a clean-up, combining multiple policies into one, with no major changes. They did add some language about Northville residents who are Novi patrons, due to Northville District Library's recent catalogue changes.

Discussion about the possibility of allowing patrons to use their driver's license to check items out. Director Farkas does not know how this would work, but will look into it.

**Motion Passes – 7-0**

3. Approve the Confidentiality Policy.....79-81

Director Farkas: Explained that the library already has this policy in place, but it got reviewed by our attorney and some definitions and the "Law Enforcement Record Request and Search Procedure" section were added. The library's management team will receive training on this procedure.

**Motion:** Approve the Confidentiality Policy

Motion to Approve – 1<sup>st</sup> – Trustee Burke

2<sup>nd</sup> – Trustee Gawalapu

Discussion in which Director Farkas confirmed that this procedure is for internal use only, that all forms will be watermarked, and that this has been attorney-reviewed.

**Motion Passes – 7-0**

4. Approve the Public Relations, Media, Photography & Videography Policy.....91-93

Director Farkas: This policy has been updated and reviewed by staff and the attorney. The library will be implementing a release form to make sure we get permission from people for taking and sharing their photos. We want to be respectful of safety and privacy concerns.

**Motion:** Approve the Public Relations, Media, Photography & Videography Policy

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

2<sup>nd</sup> – Trustee Dooley

**Motion Passes – 7-0**

**Communications**

1. 5/16/25: Email from Heidi Philips Re: Novi Student Transition Program.....104

Closed Session

Motion to enter a Closed Session for Director Farkas' annual review was approved in Agenda.

**Motion:** Exit Closed Session  
Motion to Approve – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley

**Motion Passes – 7-0**

Trustee Sturing: As a result of the board's discussion in the Closed Session, would like to make a motion to give Director Farkas the same 3% salary increase that has been approved for the rest of the staff for the 2025-2026 fiscal year.

**Motion:** Approve 3% salary increase for Director Farkas for the 2025-2026 fiscal year  
Motion to Approve – 1<sup>st</sup> – Trustee Burke  
2<sup>nd</sup> – Trustee Dooley

**Motion Passes – 7-0**

Trustee Sturing: Thanked Director Farkas for all her work.

Director Farkas: Thanked the board and expressed that she loves working with them and that the library has a great staff.

Adjournment

**Motion:** to adjourn at 8:31 PM  
Motion to Adjourn – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Halvangis

**Motion Passes – 7-0**

Supplemental Information

- Library Board Calendar 2025.....105
- Library Closings 2025.....106

2025 Future Events:

- **6/2/25 – 8/9/25: SUMMER READING PROGRAM**
- 6/18/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **6/15/25: LIBRARY CLOSED – Father's Day**
- **6/19/25: LIBRARY CLOSED – Juneteenth Holiday**
- **7/4/25: LIBRARY CLOSED – 4<sup>th</sup> of July Holiday**
- **7/5/25 - 7/6/25: LIBRARY CLOSED – Weekend of 4<sup>th</sup> of July**
- **7/10/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 7/15/25: Friends of Novi Library Annual Meeting, 7pm, Novi Public Library
- 7/16/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **8/15/25: LIBRARY CLOSED – Professional Development Day for Library Staff**

Karla S. Halvangis

Karla Halvangis, Secretary

July 10, 2025

Date