



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
August 14, 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 – 5 board members were recorded present

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

Student Representatives

Positions not filled at this time

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented

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

Motion passes – 5-0

Consent Agenda

1. Approve Minutes of: July 10, 2025 Regular Board Meeting.....4-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#653).....13-15

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Gawalapu

Motion passes – 5-0

Presentations

1. Friends of Novi Library Annual Presentation by Sue Johnson, President.....73-76

Sue Johnson: Presented information on the Friends of Novi Library for the 2024-2025 fiscal year, including annual contributions to the Library and income through Book Nook sales, memberships, donations and fundraisers. The Friends have presented a check for over \$58,000 to the Library for the 2025-2026 fiscal year, which will include funding another single user booth, more Summer Songfest events, the Library's 65th anniversary and community yard signs.

The Board thanked the Friends of Novi Library for all they have done for the Library this year and every year. They thanked Sue for her leadership.

2. Novi Historical Commission Annual Presentation by Rae Manela, Liaison.....N/A

Rae Manela: Presented information on the Novi Historical Commission for the 2024-2025 fiscal year, including commission members, events held at the Library, events they participated in throughout the community and other Commission projects.

Trustee Crawford: Expressed appreciation for the report, for Rae's expertise and knowledge and for the partnership the Historical Commission has with the Library.

Director Farkas: Thinks the Library has been a good fit for the Historical Commission and has been very happy to work with them.

The Board thanked Rae for her presentation and work.

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 – July 2025.....16-17

Director Farkas: Put together the report this month since the student representative positions are currently empty. The Library is gearing up for school starting on August 25.

2. Memo: Novi Youth Council Transition (City of Novi).....18-19

Director Farkas: The City of Novi is looking at new options for Novi Youth Council, which would mean changes for the library board's student representatives. A decision should be made next week. Thinks that our student representative program has been very positive and would like to continue to offer some type of student component for the library board.

Trustee Sturing: Expressed agreement.

3. President's Report (Mark Sturing)
A. 2025-2026 Board Committee Assignments.....21

Discussion about a legal decision made elsewhere in the U.S. regarding book bans in a public library.

Director Farkas: Expressed that our library board has been very diligent in reviewing our collection policy, which is a great thing to have, and that changes can be addressed as needed.

Trustee Dooley: Expressed that the board are stewards of public funds, and that means for all of the public. Is glad that this board can have open dialogues about this topic.

Trustee Sturing: Enjoyed attending Summer Songfest events the past few weeks.

Director Farkas: Thanked board members for supporting library programs and being out in the community. She hopes they can attend the Library's Open House on Sunday, September 21 from 2-4pm and the Library's 65th Anniversary on Sunday, October 26 from 1-5pm.

Trustee Crawford: Attended the bus trip in July and Summer Songfest. Reminded everyone that Senior Day at the State Fair is Thursday, August 28, and it is free for seniors and veterans to attend all day.

Director Farkas: Thanked the State Fair for being a Summer Reading Program sponsor.

Trustee Dooley: Will be attending the Fox Run gala this weekend with Trustee Halvangis and some library staff members. It is a fundraiser for their scholarship fund.

4. Treasurer's Report (Brian Bartlett)	
A. 2025-2026 Library Budget Fund 271.....	22-25
B. 2025-2026 Contributed Fund Budget 272.....	26
C. Financial Report July 2025.....	27
D. Library Fund 271 Expenditure & Revenue Report as of July 31, 2025.....	28-30
E. Library Fund 272 Contributed Fund as of July 31, 2025.....	31
F. Balance Sheets for Funds 271 and 272 as of July 31, 2025.....	32-33

Trustee Sturing: Filling in for Trustee Bartlett, who is absent. Numbers are not final yet for the 2024-2025 fiscal year, but it looks like they will be better than we originally budgeted.

Director Farkas: The Finance Committee has reviewed the results of the reserve study. We sent the company some edits and they will send us back an update. The Finance Committee will review it again and then bring it to the full board. The study gives us a good guideline for the future.

5. Director's Report (Julie Farkas).....	34-43
A. Door Count Usage Statistics – July 2025 (Jeffrey Smith).....	44-45
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen).....	46
C. Information Technology Report (Jeffrey Smith).....	46-50
D. Facilities Report (Keith Perfect).....	51
E. Assistant Director of Public Services Report (Lori Lowery).....	52
F. Information Services Report (Emily Brush and Rae Manela).....	53-55
G. Marketing and Community Promotion Report (Dana VanOast).....	56-59
H. Support Services Report (Sarah Mominee).....	60-61
I. Library Usage Statistics.....	62-72
J. Friends of Novi Library – 7/15/25 Agenda; 7/10/2024 Minutes.....	77-82
K. City of Novi Historical Commission – 6/18/25 Minutes.....	83-85

Director Farkas: Attended the Friends of Novi Library's annual meeting with Trustee Sturing in July. Library staff will be reading *Serving Patrons with Disabilities* in addition to board members. Tomorrow is the annual staff Professional Development Day, which will be mainly focused on customer service.

Trustee Halvangis: Was impressed by the annual meeting room report. Wondered about rental numbers increasing and if there is a worry about having enough capacity if numbers continue to grow.

Director Farkas: Explained that Library programs get first priority on rooms, so we have some control on the amount of rentals we allow based on Library and staffing needs. Pointed out that meeting room rentals bring in people that might not necessarily be using the Library otherwise.

Trustee Crawford: Was impressed by the meeting room report. Asked about how feedback is collected.

Amy Crockett: Explained that a survey is sent out after every rental and that feedback is always looked at and taken into consideration to help make the rental experience better.

Trustee Halvangis: Pointed out the phone line savings outlined in the Information Technology report and thought that was great to see.

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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
 - Meeting held on 7/22/25.....85
 - Approve: Mobile Hot Spot Usage Policy (2nd Reading).....86-88
- Trustee Gawalapu: Likes the rules included in the Mobile Hot Spot Policy. The only change from the first reading is the inclusion of requiring a valid picture ID for check out.
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting held on 7/30/25.....89
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....89-91
5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Halvangis, Sturing, 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: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
 - Meeting Scheduled for 8/18/25.....92-93

Trustee Halvangis: Very excited to have the staff read *Serving Patrons with Disabilities*.

Matters for Library Board Action

1. Approve the Public Policy: Mobile Hot Spot Usage Policy (2nd Reading)86-87

Trustee Sturing: This has been reviewed by the Board Policy Committee.

Motion: To approve the Mobile Hot Spot Usage Policy

Motion – 1st – Trustee Crawford

2nd – Trustee Dooley

Trustee Dooley: Had a question under the Charges and Liability section on page 87. Does “suspension of borrowing privileges” mean all materials, or just hot spots?

Director Farkas: It means all materials. We have had these guidelines for a while; it was just time to put an actual policy in place. We have not had any major problems with usage.

Motion Passes – 5-0

Communications

1. Email from Krista Williams, RE: Study Rooms.....94

Trustee Sturing: Noted that the Friends of the Novi Library are funding another single user booth and that if you can't get a study room in Novi, you may be able to in Northville or another area library.

Director Farkas: Believes that if the Library changed to reservations for study rooms, it would put students at a disadvantage and they are major library users. We try to offer as many space options as possible.

Closed Session

No Closed Session

Adjournment

Trustee Crawford: Noted that Richard Ritter, the artist who made the glass apples on display in the Library, is coming into town for his 60th class reunion.

Director Farkas: Expressed interest in doing an event with him.

Motion: To adjourn at 8:12 PM

Motion to Adjourn – 1st – Trustee Halvangis

2nd – Trustee Dooley

Motion Passes – 5-0

Supplemental Information

- Library Board Calendar 2025.....95
- Library Closings 2025.....96
- Library Board Calendar 2026.....97
- Library Closings 2026.....98

2025 Future Events:

- **8/15/25: LIBRARY CLOSED – Professional Development Day for Library Staff**
- 8/20/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 8/25/25: First day of Teen Space (Novi Community Schools back in session)
- **8/30/25 – 9/1/25 LIBRARY CLOSED – Labor Day Weekend**
- 9/10/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **9/11/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 9/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 9/21/25: Library Open House, 2-4pm, Novi Public Library
- 10/8/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **10/9/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 10/15/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 10/19/25 – 10/25/25: National Friends of Libraries Week
- 10/26/25: Library's 65th Anniversary Party, 1-5pm, Novi Public Library

Karla S. Halvangis

September 11, 2025

Karla Halvangis, Secretary

Date