



**Library Board of Trustees – Regular Meeting  
Initial Draft - MINUTES  
September 22, 2022, 7 PM  
City of Novi – City Council Chambers**

**Final Draft**

**Call to Order by President Kathy Crawford**

City Council Chambers

Called to order by President Kathy Crawford at 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

**Library Board – All Board members were recorded present**

- Kathy Crawford, President
- Kat Dooley, Vice- President
- Brian Bartlett, Secretary
- Tara Michener, Board Member
- Mark Sturing, Board Member
- Sreeny Cherukuri, Treasurer
- Priya Gurumurthy, Board Member

**Student Representatives**

- Abhay Kakarla
- Rida Salim

**Library Staff**

- Julie Farkas, Director

**Legal Counsel**

- Tom Shultz, Attorney
- Rosati, Shultz, Joppich, Amtsbuechler

**Approval of Agenda**

**Motion:** To Approve the Agenda as documented in the board packet.

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

2<sup>nd</sup> – Trustee Michener

**Motion passes – 7-0**

## Consent Agenda

1. Approve Minutes of: August 25, 2022 .....5-12
2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#618).....13-14

**Motion:** To Approve the Consent agenda as documented.

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

2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**

## Presentations

1. Debbie Wertz, Amy Kennedy, and Becca Woods – Novi Community Coalition (NCC)

Debbie Wertz and Amy Kennedy representing the Novi Community Coalition discussed their services available for the general public. The NCC handed out information to the board. They are available in the library on Thursdays between 10am and 3pm.

2. Abhay Kakarla and Rida Salim, Student Representatives – 21/22 Annual presentation

Abhay Kakarla and Rida Salim presented the presentation discussing student activities during the last year.

## 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 insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting. The materials cannot be changed before the meeting.

Mr. Kakarla

Thanked the library and board for its contribution to the community. Discussed the goals and objectives of the board and library.

## Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – August 2022.....19  
(Presented at the end of public comment.)
2. President's Report (Kathy Crawford)
  - A. 2022/2023 Library Board Goals ..... 20-22
3. Treasurer's Report (Sreeny Cherukuri)
  - A. Financial Report August 2022.....23
  - B. 2021-2022 Library Budget Fund 268..... 24-26
  - C. 2021-2022 Contributed Fund Budget 269.....27
  - D. Library Fund 268 Expenditure & Revenue Report as of August 31, 2022 .....28-30
  - E. Library Fund 269 Contributed Fund as of August 31, 2022 .....31
  - F. Balance Sheets for Funds 268 and 269 as of August 31, 2022 ..... 32-33
4. Director's Report (Julie Farkas) ..... 34-44
  - A. Information Technology Report ..... 45-47
  - B. Facilities Report.....No Report Submitted
  - C. Information Services Report ..... 48-52
  - D. Support Services Report .....52-53

E. Library Usage Statistics.....	54-61
F. Friends of Novi Library Minutes Agenda – Presentation slides from August 25, 2022; Compilation of funds donated to Novi Library since 2010 .....	62-65
G. City of Novi Historical Commission Minutes .....	N/A

**Director Farkas** The Novi Library has won an award from the Michigan Association for Media in Education. The Library was nominated by the library staff of Novi Schools. The award is the Association Community Collaboration Award and will be presented in November.

**Public Comment**

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Mr. Kakarla  
Continued his comments

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)  
 · Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel  
 · **GOALS 2022-2023:**
  1. Continued review of public policies
  - Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies, Communication Device Policy
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)  
 · Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn.  
 · Meeting scheduled for: August 22, 2022  
**GOALS 2022-2023:**
  1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth.
  2. Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
  3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.
  
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas and Barbara Cook)  
 · Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7<sup>th</sup> to discuss their Trust and how it is managed.  
 · No meeting held in August  
 · **GOALS 2022-2023:**
  1. Review Financial Plan
  2. Library Endowment/Foundation investigation
  3. Salary Comparison and review; last done in 2018

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities (Chair: Dooley, Bartlett, Gorumurthy, Staff Liaisons – Julie Farkas and Dana Brataniec)

· No meeting scheduled at this time

· **GOALS 2022-2023:**

1. Continuing support with Friends of Library; more board presence at their events
2. Marketing Plan update
3. Marketing efforts put in place for the Strategic Plan

5. **Strategic Planning Committee:**

(Chair: Bartlett, Dooley, Gorumurthy, Staff Liaison – Julie Farkas)

· Meeting held: August 30, 2022 to create questions for further clarification for the two firms that were approved for further consideration based on the bid process. Firms: Re-Thinking Libraries and LibraryIQ.

· Meetings held: September 12<sup>th</sup> and September 16<sup>th</sup> to review information provided by the two firms.

· Board members will receive the bid documents and follow-up information from the two considered firms: Re-Thinking Libraries and LibraryIQ

6. **Building & Grounds Committee:**

(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)

· See update on Server Room Air-conditioning unit bid; parking lot maintenance; snow removal; Lakeshore Lending Library.....65

· **GOALS 2022-2023:**

1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
2. Review NPL's current Technology Plan

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

(Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)

· No meeting; no report.

· **GOAL 2022-2023:**

1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

8. **DEI: Diversity, Equity and Inclusion Committee**

(Chair: Dooley, Michener, Gorumurthy, Staff Liaisons – Julie Farkas and Nicole Williams)

· Meeting held on August 9, 2022 .....66

· Next meeting: August 22, 2022

· **GOALS 2022-2023:**

1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
2. Assist in launching the DEI Scorecard for NPL
3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Matters for Library Board Action**

1. Motion to enter into a contract with Re-Thinking Libraries for strategic planning purposes with a not to exceed cost of \$23,665; requiring milestone updates from the firm to coincide with quarterly payments.

**Trustee Crawford:** Thanked the work done by the Strategic Planning Committee for the work done on the two processes.

**Trustee Bartlett:** Thanked members Dooley and Gurumurthy on the planning committee for long hours and efforts. The issues highlighted from the last session were addressed. We clearly defined this as a fixed bid price, resolved the long term support /annual price issues. The Retreat, the largest line item seems integral to the process. Rethinking Libraries provides more detailed information and data resources superior to other proposals.

Since the proposal, they have also closed deals with Ypsilanti and Sterling Heights libraries. They have the most experience in Southeast Michigan and should have superior knowledge of regional demographics. We do need to receive definitive milestones for quarterly payments.

**Trustee Gurumurthy:** Also thanked the group and Director Farkas for their efforts. The findings book and proposals of Rethinking Libraries, stake holder meeting organizations identified themselves as the leading candidate. She enthusiastically looks forward to working with RTL.

**Trustee Dooley:** Also thanked the group for their efforts. Felt that there were a lot of items that needed to be clarified and the revisiting of the proposals was beneficial to both the committee and the board. We may have to adjust the budget to accommodate this effort.

**Trustee Cherukuri:** Thanked the committee and wondered whether we do need to do a budget amendment for this effort.

**Director Farkas:** We may need to do a budget amendment, but will not know until the negotiations start with Rethinking Libraries.

**Trustee Michener:** Thanked the committee and Director Farkas and highlighted the detail of the work presented in just a one month timeframe.

**Trustee Sturing:** Thanked the committee indicating support for the proposal.

**Motion:** Authorize the Novi Public Library to enter into a contract with Re-Thinking Libraries for strategic planning purposes with a not to exceed cost of \$23,665; requiring milestone updates from the firm to coincide with quarterly payments.

Motion - Trustee Dooley  
2<sup>nd</sup> - Trustee Gurumurthy

**Motion Passes – 7-0**

2. Motion to approve: Collection Development Policy (DRAFT 1)

**Trustee Crawford:** If this is approved tonight will it come back to the board for approval or is it final?

**Director Farkas:** That would be for the board to decide. Many persons have seen this proposal and a policy is in place. This could go either way tonight to come back or could be finalized policy at the discretion of the board.

**Trustee Cherukuri:** Was traveling and didn't have a chance to review in detail. Would like to table the proposal for next meeting.

**Trustee Dooley:** Had seen the policy. Discussed with Director Farkas the relation of this policy to ALA. While the policy references ALA, it will not have to go back to the board should ALA guidelines change.

**Trustee Crawford:** Reminded board members they could reach out to Director Farkas at any time for clarification of some of the issues that come before the board meeting.

**Trustee Michener:** Supported tabling the issue if members need more time.

**Trustee Sturing:** Supports tabling for a month and making a final decision next month as it does not delay the process for the Library.

**Motion:** To Table the Collection Development Policy (DRAFT 1) policy until October Meeting)

Motion - Trustee Cherukuri

2<sup>nd</sup> - Trustee Bartlett

**Motion Passes – 6-1**

Ayes- Cherukuri, Crawford, Bartlett, Sturing, Gurumurthy, Michener

Nay – Dooley

3. Motion to approve: Food Policy (DRAFT 1)

**Director Farkas:** Noted the changes of food policy with Covid. Patrons are using Door Dash and delivery services for food. With the Cafe not open during weekends, there is a need to allow food in the building. Have had problems with these delivery services using handicapped parking, dropping food at the front counter and expecting the library to perform delivery services. Library is attempting to work through this.

**Trustee Michener:** Had questions regarding the Cafe, but the Cafe is currently short staffed. This has a greater effect on the weekend. It would be helpful to have the library food service open. Trustee Michener would like time to look over this draft for next month.

**Trustee Crawford:** Needs to be cognizant of the effect on the staff. We need to be expedient as this is currently impacting the staff which is already under pressure.

**Trustee Dooley:** Needs to aware that some food allergies at the school level are affected by the ADA act as they are classified as disabilities.

**Trustee Sturing:** Would like to look at it now and make our comments in a public discussion. He doesn't support the motion to postpone as he wants to move this forward with a first reading that brings it back as a final draft next meeting. Member Sturing questioned the no food on the second floor part of the policy. He is not sure the "special events" clause sufficiently covers all instances.

**Trustee Bartlett:** Mentioned the "Private Event"/rented space of the Board Room is used for Friends meetings that occur during afternoons and when school is out. Would like to be sure that these are not misconstrued as violations. The Board Room is highly visible on the second floor.

**Trustee Michener:** Would like to point out that board events often had food at meetings and would not want to appear to be ignoring the rule. Was also wondering how food is delivered to employees and they have a different drop off location and a different policy.

**Director Farkas:** Discussed not having a place for drop off either. This creates a problem with policing an event that staff should also not be involved in. Clean up was also discussed as a problem after persons are done eating.

**Motion:** No Action Taken

**Adjournment**

**Motion:** Motion to Adjourn at 9:08 PM  
Motion- Trustee Michener  
2nd-Trustee Dooley  
**Motion Passes – 7-0**

**Communications**

- 1. None Received

**Supplemental Information**

- Library Board Calendar 2022 and 2023..... 107-108

**2022 Future Events:**

- 10/12: Friends of Novi Library, Regular Meeting – 2pm, Novi Public Library
- 10/18: Community Reads: Screenwise by Dr. Devorah Heitner - 6:30pm, Novi Middle School (Registration Required)
- 10/19: City of Novi Historical Commission, Regular Meeting – 7pm, Novi Public Library
- 10/27: Board of Trustees, Regular Meeting – 7pm, City of Novi – Council Chambers
- 11/23: Library Closes at 5pm
- **11/24 and 11/25: Library Closed – Thanksgiving Holiday**



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Brian Bartlett, Secretary

October 27, 2022

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Date