

**Library Board of Trustees – Regular Meeting  
Final Draft – MINUTES  
July 10, 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 7:01 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Karla Halvangis**

**Library Board – 4 board members were recorded present**

Mark Sturing, President  
Kat Dooley, Vice-President – absent, excused  
Brian Bartlett, Treasurer – originally recorded as absent, arrived at 7:04 PM  
Karla Halvangis, Secretary  
Lori Burke, Board Member  
Kathy Crawford, Board Member  
Ajeeta Gawalapu, Board Member – absent, excused

**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 Burke

**Motion passes – 4-0**

**Consent Agenda**

1. Approve Minutes of: June 12, 2025 Regular Board Meeting.....4-10
2. Approve Claims and Warrants of:  
A. Accounts 271 and 272 (#652).....11-13

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

**Motion passes – 4-0**

**Presentations**

1. Student Representatives Annual Presentation for 2024-2025.....14-22

Student Representatives DeMore and Dohadwala gave a presentation about teen programs, Teen Space, the Teen Advisory Board and teen book displays over the past fiscal year.

Trustee Crawford: Thanked students. Asked if there is anything they would change about the program.

Student Representative DeMore: Expressed that it would be good to use social media, particularly Instagram, to engage teens more and promote events, which could help get more consistent attendance. Student Representative Dohadwala agreed.

2. Farewell to Alexandra DeMore and Alyna Dohadwala for their 2 years of service to the Novi Public Library as Student Representatives on the Library Board.....N/A

Director Farkas: Thanked the students for their 2-year commitment to the Library and all the work they did. Presented them with certificates and gifts.

Board Members thanked the students for all their hard work.

3. Marketing Plan Presentation July 2025 – 2027 by Dana VanOast.....91-99

Dana VanOast: Presented the Library's 2-year marketing plan. Explained that this plan was influenced by the strategic plan and is very focused on storytelling, both sharing the Library's story and patron stories. The board Events/Marketing/Fundraising Committee has reviewed this plan and given feedback. Highlighted 3 marketing goals: to increase community awareness of NPL's services, increase library cardholders, and increase funding and sponsorship opportunities. Discussed strategies for achieving these goals and a timeline for completion.

Trustee Bartlett: Asked if the \$65,000 the Library is trying to raise for the 65<sup>th</sup> anniversary includes the funds we normally get from the Friends of the Novi Public Library, or if it is in addition to those funds.

Dana VanOast: It is \$65,000 in addition to what we get from the Friends.

Trustee Halvangis: Asked about the goal of increasing library cardholders and if the Library has a database to know who has a library card and who doesn't.

Dana VanOast: Explained that the Library has GIS data and maps from the City of Novi that show where in the city a larger or smaller percentage of residents have library cards, so we know where to target.

Trustee Burke: Thanked Dana for the report and the work she put into developing the plan. Believes it is a great plan and now we have to implement it.

4. Strategic Planning Year in Review 2024-2025 by Dana VanOast.....101-104

Dana VanOast: Presented Year in Review report that shows all the work the Library has done toward the strategic plan in the first year. Thanked the Board for feedback on this document. Went through each of the 4 strategic planning goals and what has been accomplished over the past year.

Director Farkas: Thanked Dana for compiling this report. Thanked the entire staff for their work over the past year. Thinks this report tells a great story of the year.

Dana VanOast: Our strategic planning consultants, ReThinking Libraries, are going to do some sessions with staff to get feedback on how they think things are going so far. This report will be shared on the Library's website, social media, etc.

Director Farkas: Would like to present this report to the Novi City Council as well.

Board Members thanked Dana.

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 – June 2025.....23-24

Board Members again thanked the students for their work over the past 2 years.

Director Farkas: Has not heard from the City of Novi yet about filling the student representative positions for the future, but will keep the board posted when she learns more.

2. President's Report (Mark Sturing)  
A. 2026 Library Board Monthly Meetings (for approval in Matters for Board Action) .....25  
B. MLA Strategic Plan 2025 – 2028.....26-31  
C. 2025-2026 Board Committee Assignments.....32

Discussion about MLA's strategic plan. Director Farkas expressed appreciation for the organization and the support they provide NPL.

Trustee Halvangis: Attended the first Summer Songfest concert, which was very well-attended.

Trustee Burke: Noted that on a recent library visit she saw a parent with 2 small children checking out 2 huge stacks of books. Seems like the Summer Reading Program is going well.

Director Farkas: Reminded everyone that Novi residents can check out up to 100 books!

3. Treasurer's Report (Brian Bartlett)  
A. 2024-2025 Library Budget Fund 271.....33-36  
B. 2024-2025 Contributed Fund Budget 272.....37  
C. Financial Report May 2025 (Updated) and June 2025.....38-39  
D. Library Fund 271 Expenditure & Revenue Report as of June 30, 2025.....40-42  
E. Library Fund 272 Contributed Fund as of June 30, 2025.....43  
F. Balance Sheets for Funds 271 and 272 as of June 30, 2025.....44-45

Trustee Bartlett: Nothing much has changed since what we approved last month. We will see updated revenue numbers in the next few weeks. In the process of restructuring 271 and 272 accounts. Also noted that data we received from strategic planning consultants when we first started the process showed that per resident, NPL gets significantly less funding than most of the similar libraries in our area, but that we are in the top quarter in terms of the services we provide. This is important for newer board members to know and for us all to remember.

Director Farkas: Received the results of the reserve study, so will set up a meeting with the board Finance Committee to review before it is brought to the full board.

Trustee Sturing: These budget numbers are not audited yet, but show what has been processed at the time the report was pulled.

Director Farkas: We are still processing invoices for the 2024-2025 fiscal year. Should have fairly good numbers at the August meeting, as well as a 2025-2026 first-quarter budget amendment for approval. Thanked staff for their work getting invoices in quickly.

4. Director's Report (Julie Farkas).....	46-54
A. Door Count Usage Statistics – June 2025 (Jeffrey Smith).....	55-56
B. Information Technology Report (Jeffrey Smith).....	57-60
C. Facilities Report (Keith Perfect).....	60
D. Information Services Report (Emily Brush and Rae Manela).....	61-63
E. Marketing and Community Promotion (Dana VanOast).....	64-65
F. Support Services Report (Sarah Mominee).....	66-67
G. Library Usage Statistics.....	68-79
H. Friends of Novi Library – 5/14/25 Minutes; 6/11/25 Agenda; June/July eNews.....	80-83
I. City of Novi Historical Commission – 5/21/25 Minutes.....	84-85

Director Farkas: Included information about parking at the Library on July 20, when the Festival of Chariots is taking place at Fuerst Park. Shared more information about Northville District Library changes.

Trustee Crawford: Asked if we have been getting a lot of questions about the Northville changes.

Director Farkas: Yes, primarily from Northville residents who use the Novi Library. We have information available and staff have talking points. If you have questions, reach out to Northville District Library.

Director Farkas: Pointed out new information the Library has been putting out about food deliveries. Gave a shout out to Gail Anderson for planning Summer Songfest and Tuesday Tunes concerts.

Trustee Halvangis: Asked about the Tech-Comm Committee referenced on page 57.

Director Farkas: Explained this is a group through TLN that meets regularly. NPL hosted the group in June.

Trustee Crawford: Wondered if it would be helpful to know how many individual people are using the iCube, or if it is the same people using it repeatedly.

Director Farkas: Doesn't think there would be a way to track that, except for those who make appointments. Thinks overall usage numbers still show how much the space is being utilized.

Trustee Crawford: Saw that South Lyon library is loaning out items for parties.

Director Farkas: Some libraries have a "Library of Things" that they loan out. NPL does not have the storage capacity to do that. The nice thing about being part of the TLN consortium is that you may be able to get some of those items from other libraries that do loan them out.

Trustee Halvangis: Asked if there is somewhere where all these resources are compiled for the consortium so people know what is available where.

Director Farkas: Doesn't think that there is, but will check.

Trustee Sturing: Noted that NPL's self-check-out numbers are around the 40% range and thought that seemed low. Wondered what other libraries see and what we can do to encourage more use.

Director Farkas: Will check with other libraries. Thinks there are a lot of variables that contribute to use – such as comfort with technology, wanting human interaction, having account questions, etc.

## Public Comment

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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: 2026 Library Closings, Mobile Hot Spot Usage Policy.....86-89
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
  - Meetings held on 6/18/25, 6/30/25.....90
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - Meetings held on 6/16/25, 6/30/25.....90
  - Marketing Plan 2025-2027.....91-99
  - Planning meeting for 65<sup>th</sup> Anniversary scheduled for 7/15/25.....99
5. **Strategic Planning Committee:**
  - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
  - Meeting Held on 6/25/25.....N/A
6. **Building & Grounds Committee:**
  - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
  - No Meeting Held; Staff met on 6/17/25 Re: Kick-off meeting for Automated Material Handling System.....105
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.....105

Trustee Halvangis: The Committee read *Serving Patrons with Disabilities* and would like all board members to read so we can have a discussion at the October meeting.

## Matters for Library Board Action

1. Approve the 2026 Library Board Monthly Meetings Calendar.....25

**Motion:** To approve the 2026 Library Board Monthly Meetings Calendar

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

2<sup>nd</sup> – Trustee Halvangis

Trustee Burke: Asked when Easter is in 2026.

Director Farkas: Answered that Easter is on April 5, 2026.

**Motion Passes – 5-0**

2. Approve the request for a closure of the Library at 2pm on Friday, December 19, 2025 for a staff appreciation event in cooperation with the City of Novi.....47,108

Director Farkas: Explained that the City is moving this to an afternoon event for staff only and will have a separate event for Board and Commission members. The Library would close at 2pm so that staff can participate in the event 2-5pm.

**Motion:** To approve the closure of the Library at 2pm on Friday, December 19, 2025 for a staff appreciation event in cooperation with the City of Novi

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

2<sup>nd</sup> – Trustee Crawford

**Motion Passes – 5-0**

3. Approve the 2026 Library Closings Calendar.....87

Director Farkas: Dates highlighted in yellow are her recommendations for new dates based on how holidays fall on the 2026 calendar.

**Motion:** To approve the 2026 Library Closings Calendar

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

2<sup>nd</sup> – Trustee Halvangis

Trustee Burke: Does not support the closures on July 5, December 26, 27 and 30. Expressed that it is important to be open for the community and shared that the Library had good attendance on December 26 and 27 in 2024.

Discussion about the closing calendar, including City of Novi closure dates, historical context for Library closures, paid holidays vs. closure dates, book return closure information, advance notice given to the community about closures, other libraries being closed on Sundays year-round, and concerns about being closed too many days in a row.

Director Farkas: Expressed support for giving staff time off to be with family around the holidays.

Discussed waiting to vote until August. Would need to decide then to meet calendar deadlines.

Trustee Burke: Proposed an amendment to remove December 26, 27 and 30 from the closure dates and correct the date for the day before Thanksgiving to read Wednesday, November 25.

Trustee Crawford: As the maker of the motion, will consider this as a friendly amendment, but does not support the amendment. Staff look forward to the holiday time off and the public gets plenty of notice.

Trustee Bartlett: Proposed an amendment to Trustee Burke's amendment, to remove July 5 from the closure dates but keep December 26 as a closure date.

Trustees Burke and Crawford: Consider this as a friendly amendment to their motions.

Trustee Sturing: Believes this is a good compromise for staff and community needs and will support.

**Motion:** To approve the 2026 Library Closings Calendar with the removal of July 5, December 27 and December 30, and correcting the date for the day before Thanksgiving to Wednesday, November 25

**Motion Passes – 4-1**

**Yes: Bartlett, Burke, Halvangis, Sturing**

**No: Crawford**

4. Approve the Public Policy: Mobile Hot Spot Usage Policy .....88-89

Director Farkas: This is a new policy we wanted to put in place now that we have been loaning out hot spots for a few years and have seen how popular they are. This policy was created with feedback from staff and was reviewed by the staff Policy Committee.

Burke: Asked why this policy was not brought to the board Policy Committee before the full board.

Director Farkas: Thought it could be brought to the full board first. Since this is a first read-through, board could wait until the August meeting to vote.

Trustee Burke: Thinks it needs to go through the board committee first.

Trustee Sturing: Agreed with Trustee Burke.

Director Farkas: Will make sure to do this in the future.

**Motion:** To send the Mobile HotSpot Usage Policy to the board Policy Committee for review

Motion – 1<sup>st</sup> – Trustee Sturing

2<sup>nd</sup> – Trustee Burke

**Motion Passes – 5-0**

5. Approve the 2024-2025 Strategic Plan Year in Review.....101-104

Director Farkas: This is the board approving the document Dana VanOast presented earlier this evening.

**Motion:** To approve the 2024-2025 Strategic Plan Year in Review

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

2<sup>nd</sup> – Trustee Bartlett

**Motion Passes – 5-0**

#### Communications

1. Thank you note from Novi Chamber of Commerce for participation in the Novi Community Fest.....106

#### Closed Session

No Closed Session

#### Adjournment

**Motion:** To adjourn at 8:49 PM

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

2<sup>nd</sup> – Trustee Burke

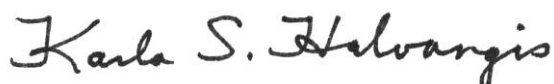
**Motion Passes – 5-0**

#### Supplemental Information

- Library Board Calendar 2025.....107
- Library Closings 2025.....108

#### 2025 Future Events:

- **6/2/25 – 8/9/25: SUMMER READING PROGRAM**
- 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
- **8/14/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- **8/15/25: LIBRARY CLOSED – Professional Development Day for Library Staff**
- 8/20/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **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



Karla Halvangis, Secretary

August 14, 2025

Date