



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
January 25, 2023, 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 7:02 PM

Welcome Lori Burke, new Board Trustee
Welcome Amy Crockett, new Recording Secretary

Pledge of Allegiance

The Pledge of Allegiance was recited

Roll Call by Secretary Bartlett

Library Board – 7 board members were recorded present

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Sreeny Cherukuri, Treasurer
- Kat Dooley, Board Member
- Lori Burke, Board Member
- Ajeeta Gawalapu, Board Member
- Brian Bartlett, Secretary

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of Agenda

Motion: To approve the Agenda with the addition of a Closed Session after Communications
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Cherukuri

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: December 21, 2023 Regular Board Meeting5-9
2. Approve Claims and Warrants of:
 - a. Accounts 271 and 272 (#634).....10-12

3. Closed Session for Library Director Mid-Year Review

Motion: To approve the Consent Agenda as presented
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Dooley

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 – December, 2023.....13-16

Discussion about numbers of teens visiting the Library after school.

2. President's Report (Mark Sturing)

- A. City Council Early Input Budget Session – January 6, 2024.....17
- B. Committee appointments as needed.....18
- C. Support the Friends of Novi Library on April 14, 2024 – event at Brentwood Grille.....19
- D. Reports in the Board Packet – what types of information does the Board want?
- E. President's comments, Trustee experiences and involvement

Trustee Sturing: Appointed Trustee Burke to the vacant position in the Events/Marketing/Fundraising Committee. He is also stepping down from the Finance Committee and appointing Trustee Burke in his place.

Trustee Cherukuri: Proposed reducing the frequency of staff reports in board packet to quarterly reports.

Trustee Bartlett: Proposed moving committee goals to committee reports and removing them from the agenda and minutes.

Trustee Dooley: Inquired about the board doing a reading day at Novi schools again this year for National Library Week. Director Farkas will connect with the schools to coordinate.

3. Treasurer's Report (Sreeny Cherukuri)

- A. 2023-2024 Library Budget Fund 271.....20-22
- B. 2023-2024 Contributed Fund Budget 27223
- C. Financial Report December 2023.....24
- D. Library Fund 271 Expenditure & Revenue Report as of December 31, 2023.....25-28
- E. Library Fund 272 Contributed Fund as of December 31, 2023.....28-29
- F. Balance Sheets for Funds 271 and 272 as of December 31, 2023.....30-31

Trustee Cherukuri: Pointed out a clerical error on Page 28 under Fund 271 – Library Fund. Director Farkas will correct it.

Trustee Sturing: Proposed change discussed in first 24-25 budget session regarding how capital contingency funds are presented in the budget. Director Farkas will make this change.

4. Director's Report (Julie Farkas).....	32-37
A. Information Technology Report (Jeffrey Smith).....	38-41
B. Facilities Report (Keith Perfect).....	41-42
C. Information Services Report (Hillary Hentschel).....	42-45
D. Support Services Report (Maryann Zurmuehlen).....	46
E. Library Usage Statistics.....	47-56
F. Friends of Novi Library – Agenda 1/10/24; Minutes 11/8/23.....	57-60
G. City of Novi Historical Commission – Agenda 1/17/24; Minutes 12/20/23 & 11/15/23.....	61-67

Discussion about artwork in the Library and ways to better promote it.

Trustee Crawford: Discussed new Historical Commission members, new role for NPL Librarian Rae Manela as Historical Commission liaison, and a plaque and scholarship being dedicated to NPL Librarian Betty Lang to commemorate her years of service to the Historical Commission.

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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
- HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaison: Julie Farkas
 - Meeting Scheduled for January 22.....68
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Cherukuri, Bartlett, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
 - First Board of Trustees Budget Session on January 18 – Agenda attached.....68-69
- Events/Marketing/Fundraising Committee:** Outreach opportunities
 - Chair: OPEN, Dooley, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
- Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....70-71
- Building & Grounds Committee:**

- Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison: Julie Farkas
- No Meeting Held.....72

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

- Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
- 2nd reading of the Bylaw suggested changes.....N/A

Trustee Bartlett: Bylaws have been updated, so no future meetings are needed at this time.

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

- Chair: Dooley, Crawford, Staff Liaison: Julie Farkas
- Meeting held on December 27.....72
- Meeting scheduled for January 31

Trustee Dooley: Working to review the definition of DEI with feedback from NPL staff DEI committee.

Matters for Library Board Action

None

Communications

N/A

Closed Session

Closed Session for Library Director Mid-Year Review

Adjournment

Motion: Motion to adjourn at 8:25 PM
 Motion to Adjourn – 1st – Trustee Bartlett
 2nd – Trustee Dooley

Motion Passes – 7-0

Supplemental Information

- Library Closings 2024.....73
- Library Board Calendar 2024.....74

2024 Future Events:

- 2/1/24: 2nd Library Board Budget Session at 5:30pm, Novi Public Library – Board Room
- **CHANGE: 2/15/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library – Board Room**
- 2/21/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- 3/20/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- **CHANGE: 3/21/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library – Board Room**



 Brian Bartlett, Secretary

February 15, 2024

 Date