



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
March 26, 2026, 7 PM
Novi Civic Center, Council Chambers**

Final Draft

Call to Order by Vice President, Kat Dooley

Novi Civic Center, Council Chambers
Called to order by **President Mark Sturing at 7:00.**

Welcome: Torry Yu was welcomed as Trustee to the board. This marks Trustee Yu third time serving the board.

Welcome: Kirstin Kaufhold was welcomed as Recording Secretary.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 5 board members were recorded present

- Torry Yu, Board Member
- Kat Dooley, Vice President
- Mark Sturing, President
- Karla Halvangis, Secretary
- Lori Burke, Board Member

Student Representatives

Positions not filled at this time

Library Staff

- Julie Farkas, Director
- Kirstin Kaufhold, Recording Secretary

Approval of Agenda 1-4

Director Farkas pointed out edits: Page 4 under the February Minutes should state 2026 Future Events and not 2025 Future Events.

Motion: To approve the agenda with Director Farkas's changes

- Motion for Approval – 1st – Trustee Halvangis
- 2nd – Trustee Dooley

Motion passes – 5-0

Discussion from Trustee Burkee of future removal of the DEI statement from the agenda format in favor of emphasizing the Library's Mission Statement.

Trustee Sturing agreed that the DEI statement has run its course and the mission takes priority over the DEI Statement.

Director Farkas stated that adding the DEI statement was part of the format that has been kept but no official update has been made to the agenda since November 2024.

It is agreed that the DEI statement will be removed from future agenda.

Consent Agenda

- 1. Approve Minutes of: February 12, 2026 –Regular Board Meeting 5-13
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#660)..... 21-23

Motion: To approve the Consent Agenda as presented.

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Halvangis

Motion passes – 5-0

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. Teen Space Statistics 24

Director Farkas stated the year-to-date total visits to Teen Space is 4,504.

Trustee Yu inquired if there has been any feedback since we reduced the Friday Teen Space offering.

Director Farkas confirmed that no feedback has been received.

- 2. President's Report (President – Mark Sturing)

- A. Gov. Whitmer Proclaims March is Reading Month 18-20
- B. New Executive Director MLA (Michigan Library Association) 21-22
- C. 3/17/26 - Publisher's Weekly: Book Output Topped Four Million in 2025 22-23
- D. Volunteer Appreciation: April 22, 2026 24
- E. 2025-2026 Board Committee Assignments 25
- F. Assignments for Board Committees at the April 16, 2026 meeting

Trustee Sturing noted several key updates and recognitions. He acknowledged March as Reading Month, as proclaimed by Governor Whitmer, and announced the appointment of Dillon Geshel as Executive Director of the Michigan Library Association. He also shared an industry update highlighting that over four million book titles were published in 2025. Trustee Sturing informed the Board of the upcoming Volunteer Appreciation Breakfast scheduled for April 22, 2026, and discussed current committee vacancies along with upcoming assignments. He further acknowledged Trustee Kathy Crawford's recent injury and extended well wishes for her recovery. Lastly, he recognized the passing of former Board member and President, Pat Burnett, honoring his service and contributions to the library.

3. Treasurer's Report (President - Mark Sturing)

A. 10 Year Financial Projection.....	26
B. 2025-2026 Library Fund Budget 271.....	27-30
C. 2025-2026 Contributed Fund Budget 272.....	31
D. Financial Report February 2026.....	32
E. Library Fund 271 Expenditure & Revenue Report as of February 28, 2026.....	33-35
F. Library Fund 272 Contributed Fund as of February 28, 2026.....	36-37
G. Balance Sheets for Funds 271 and 272 as of February 28, 2026.....	38-39

Trustee Sturing reported that the Library is currently projecting a deficit of \$83,000. He noted that the information has been submitted to the City as part of the budget process; however, the most recent adjustments have not yet been reflected. He further stated that final refinements are expected to be incorporated into the 2026 budget by the following month.

Trustee Burke inquired about the tax revenue projections on page 26, specifically questioning why the revenue was presented at either 2% or 3%.

Director Farkas explained that the figures were provided directly by the Finance Department, noting that a recent personnel change has impacted the projections. She stated that both percentages were included to reflect this uncertainty and to keep the Board informed of the potential change. Director Farkas added that the 3% figure had been communicated to the City Manager and that it would remain as presented until further direction is received. She noted that the current figures are the most accurate based on data provided in the fall, and any updated numbers will be incorporated into the first quarter revisions.

Trustee Sturing clarified that the 2.0 millage rate, without reduction, accounts for the variance, which is why the difference appears in the second revenue category rather than in general revenue.

Trustee Halvangis requested clarification regarding the difference between the Crossbeam book sorting machine and the electrical book sorting machine accounts. It was explained that Crossbeam refers to the construction company associated with the project.

4. Director's Report (Julie Farkas).....	40-52
A. Door Count Usage Statistics – (Jeff Smith)	53-54
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	55-56

C. Information Technology Report (Jeff Smith)	57-60
D. Facilities Report (Keith Perfect)	60
E. Assistant Director of Public Services Report (Lori Lowery)	61
F. Information Services Report (Emily Brush and Rae Manela).....	62-65
G. Marketing and Community Promotion Report (Dana VanOast)	66
H. Support Services Report (Sarah Mominee)	67-68
I. Library Usage Statistics	69-78
J. Friends of Novi Library – Kaleidoscope 2026 Spring Series	79
K. City of Novi Historical Commission – Minutes: December 17, 2025	80-82

Director Farkas acknowledged one staff anniversary this month and congratulated the employees on her milestone.

She provided an update on the Library's fundraising campaign, noting that \$56,633.62 of the \$65,000 goal has been raised. One hundred letters were sent to businesses in the Novi community, and she encouraged Board members to share any additional businesses that could be contacted.

Director Farkas also mentioned plans to record a taping for National Library Month and noted an upcoming giving day, which will be promoted by the Library. She reported that staff participated in the National Book Packaging Day, held at a different location through TLN, with over 100 libraries participating. She noted that this initiative is being used to support youth programming.

She provided an update from the Staff Safety Committee and included information regarding upcoming book drives and future programming initiatives. Attention was given to library e-books and audiobooks, with a discussion of the high costs associated with providing them to patrons. Director Farkas explained that the cost of a single e-book is approximately equivalent to three physical books. Opportunities to negotiate lower prices with e-book providers were discussed, and she noted that she has a meeting next week with providers to address this issue. She also mentioned that several companies dominate the e-book market and that hold lists are currently very long. Director Farkas will attend a conference next week where AI developments related to e-books will be discussed.

Trustee Burke commented on department head reports, giving a shout-out to Maryann Zurmuehlen for her work with the automated handling materials system and floor maintenance, Lori Lowery for pitching a Money Minds program for teenagers.

Trustee Halvangis inquired more about implementing a job shadowing program that allows people to about different departments on a daily basis. It was noted that these initiatives have been very well received.

Trustee Yu expressed appreciation for the e-books infographic and mentioned a social media post about closing-time services, noting the Library's proactive communication with patrons.

Director Farkas explained that this ensures patrons are aware of available services during the last hour before closing and helps manage expectations.

Trustee Sturing acknowledged the Friends of the Novi Library for sponsoring the interesting upcoming events called the Kaleidoscope Series.

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 and Gawalapu, Staff Liaison – Julie Farkas)
 - Meeting held: Meeting scheduled for April 14th N/A
 - 1st Reading of Public Policies 83-98

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - Meeting held: 3/9 Re: HR Holidays Policy 98-100

3. **Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: 3/19 Re: Review quotes for Lawn Maintenance 101-102

4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting held: No meeting held N/A
 - Approved 26/27 budget information was sent to the City of Novi on 2/12/26

5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held: Meeting scheduled for 3/24/26 N/A

6. **Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)
 - Meeting held: No meeting held N/A

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
 - Meeting held: No meeting held N/A

8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: No meeting held N/A

Matters for Library Board Action

1. Election of Library Board Officers for 2026-2027, effective April 16, 2026
 Slate Presented:

President – Mark Sturing
Vice President – Kat Dooley
Treasurer – Brian Bartlett
Secretary – Karla Halvangis

Motion: To approve the slate of the library board officers for 2026-2027 as presented
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Burke

Motion passes – 5-0

2. 1st Reading: Accommodations & Accessibility Policy83-86

Trustee Halvangis commented that the section regarding special accommodations should reflect the order of consideration following the accommodations already offered. She recommended that the second paragraph on page 83 be moved to precede the section on filing a grievance. Additionally, on page 86, the term “disability” on page 83 and the term “housebroken” on page 85 should not be bolded but should also only appear in quotation marks.

Motion: To approve the 1st reading: Accommodations & Accessibility policy with adjustments per Trustee Halvangis
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Halvangis

Motion Withdrawn by Trustee Dooley due to being a 1st reading and wanting to review changes.

3. 1st Reading: Campaigning, Petitioning, Interviewing & Similar Activities Policy 87

Motion: To approve 1st Reading: Campaigning, Petitioning, Interviewing & Similar Activities Policy with the changes prestaton
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Sturing

Motion passes – 5-0

4. 1st Reading: Changes to Policies Policy 88

Motion: To approve the 1st Reading: Changes to Policies Policy as presented
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Sturing

Motion passes – 5-0

5. 1st Reading: Circulation Policy88-96

Trustee Halvangis provided detailed comments regarding the policy document, noting that on page 91, changes should be made to ensure consistency with the 90-day timeframe and that this standard should be applied throughout the policy wherever relevant. She also raised a question on page 93 regarding whether a second parent is automatically renewed and requested that the Director follow up and provide clarification on this point. Additionally, she noted that the bottom of page 93 should be updated to reflect a period of 90 days.

On page 94, Trustee Halvangis questioned why the wording had been changed from "are" to "is" and requested that the Director double-check this modification for accuracy. On page 95, she pointed out that the terms "Circulation" and "Self-Check" do not need to be capitalized. Furthermore, she suggested that the fourth bullet, which contains a sub-bullet, be rephrased to read: "This may include highlighting, stamping, coloring, and liquid damage," and that the term "sticky" be revised to "stickiness" to ensure all nouns are consistent.

Trustee Halvangis concluded that these proposed edits and clarifications will be reviewed at the next meeting.

6. 1st Reading: Closures Policy 97-98

Trustee Burke expressed that she does not believe it is necessary to make Saturday a permanent part of the holiday closure policy. She stated that she does not agree with closing the library for three consecutive days and emphasized that staff should use PTO rather than adding additional closures to make them permanent.

Trustee Sturing acknowledged and expressed sympathy for the concerns regarding holiday closures.

Director Farkas clarified that there is an important distinction between a closure and a paid holiday, noting that employees do not receive pay during closures, and that staff are informed in advance of any such closures. She explained that the proposed change reflects current practices rather than previous written policy.

Trustee Dooley commented that during Memorial Day and Labor Day weekends, the library does not typically see high patron traffic, although Director Farkas noted that there is no data available to support this observation.

Trustee Halvangis suggested that the matter be referred to the Policy Committee for further review and recommended that a vote be taken when the full board is present.

Trustee Dooley also asked Director Farkas to provide statistics on the duration of closures for these holiday weekends for prior years.

Trustee Burke requested that Director Farkas investigate how the automated book returns function during Easter weekend to help determine library activity and volume during closures. She suggested that it might also be helpful to review data on how other local libraries handle similar holiday closures. Discussion to include the possibility of adjusting service hours to close on the Friday before a holiday rather than the day after, in consideration of patron usage patterns and terms of service.

7. Approve a universal change in policy terminology: To change "Board" to "Library Board of Trustees" when mentioned in a policy for the first time, then to "Board" for any subsequent mention within a policy.

Motion: To approve the Approve a universal change in policy terminology: To change "Board" to "Library Board of Trustees" when mentioned in a policy for the first time,

then to "Board" for any subsequent mention within a policy.
Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Burke

Motion passes – 5-0

- 8. Recommendation from HR Board Committee to approve revisions to the HR Policy:
Holidays 99-100

Trustee Halvangis noted that on page 100 that the word doctor should not be capitalized.

Motion: To approve the Recommendation from HR Board Committee to approve revisions to the HR Policy: Holidays with the minor change of decapitalizing the word doctor.

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

Motion passes – 5-0

- 9. Recommendation from the Building and Grounds Committee to approve a one (1) year Landscaping and Lawn Care Services Contract with Brien's Services, Inc., with an option to renew two (2) additional years in one (1) year increments at the same prices, terms and conditions of the original contract. With a not to exceed annual cost of \$23,647.00, which includes regular landscaping and lawn care for \$20,378.00, spring cleanup for \$1,362.00, and fall cleanup for \$1,907.00..... 101-102

Trustee Burke noted that on pages 101–102, certain information appears to be missing and greyed out on the quotes, and asked for clarification on why this occurred.

Trustee Halvangis explained that the greyed-out sections are due to the information not being provided in the quotes, which makes them not directly comparable.

Trustee Sturing added that Brien's Services, Inc., is the Library's current service provider and stated that we are overall satisfied with the services they have received.

Motion: To approve the recommendation from the Building and Grounds Committee to approve a one (1) year Landscaping and Lawn Care Services Contract with Brien's Services, Inc., with an option to renew two (2) additional years in one (1) year increments at the same prices, terms and conditions of the original contract. With a not to exceed annual cost of \$23,647.00, which includes regular landscaping and lawn care for \$20,378.00, spring cleanup for \$1,362.00, and fall cleanup for \$1,907.00

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Yu

Motion passes – 5-0

Communications

- 1. 2/11/26: Email from Connie Varana RE: Library Programming 103-104
- 2. 3/1/26: Email from Dhruva Patel RE: Book Drive 105

Closed Session

- 1. None

Trustee Lori Burke inquired about mailing library materials with return postage, specifically for elderly or disabled patrons, and asked whether any grants are available to cover postage costs.

Trustee Dooley asked if the Library qualifies for special postal rates as a nonprofit organization.

Director Farkas stated she will investigate eligibility for nonprofit postal rates and potential grant funding. She noted that typically, grants provide funding for program startup costs but not for ongoing postage, and that the Friends of the Library have contributed funds to support this initiative.

New Business

Trustee Sturing discussed holding a special meeting on April 23, 2026, at the Library to review and approve certain bids. This would allow the Board to address these items in a single additional meeting one week after the originally scheduled April meeting.

Motion: To approve the change the board meeting from April 16th to April 23rd at 7PM at the library.

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

Motion passes – 5-0

Adjournment

Motion: To adjourn at 8:18

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Yu

Motion passes – 5-0

Supplemental Information

- Library Board Calendar 2026..... 106
- Library Closings 2026..... 107

2026 Future Events:

- 4/4 and 4/5: Library CLOSED
- 4/8/26: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 4/15/26: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 4/16/26: Library Board Regular Meeting at 7pm, Novi Public Library
- 4/19 – 4/25: National LIBRARY WEEK

Karla S. Halvangis

April 23, 2026

Karla Halvangis, Secretary

Date