



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
November 21, 2024, 7 PM
Novi Public Library, Board Room**

Final Draft

Call to Order by President Mark Sturing

Novi Public Library, Board Room
Called to order by President Mark Sturing at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Kat Dooley

Library Board – 7 board members were recorded present

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

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 – 1st – Trustee Crawford
2nd – Trustee Dooley

Motion passes – 7-0

Consent Agenda

- 1. Approve Minutes of: October 24, 2024 Regular Board Meeting.....4-10
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#644).....11-14

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Burke

Motion passes – 7-0

Presentations

1. Novi Historical Commission Annual Report by Rae Manela, Library Liaison and Kim Nice, Chair.....N/A

Rae Manela: Discussed events the Historical Commission has held at the Library and throughout the community over the past year, including their 6th annual Wreaths Across Novi event, and other projects the Commission has been working on, including an internship program and purchasing a new microfilm reader.

Discussion about the types of documents the Historical Commission will accept for the Local History Room.

Kim Nice: Spoke about future projects, including growing the Wreaths Across Novi event, doing more with the Novi schools and speaking events that are scheduled at the Library for 2025.

Discussion about microfilm.

Discussion about why the Local History Room cannot be left open to the public at all times, due to the nature of the materials in the room.

Discussion about the internship program, which is open to graduate students studying history, archiving and library services.

2. 2023-2024 Annual Report Presentation by Dana VanOast, Communications Manager – documentation provided at the meeting.....N/A

Dana VanOast: Explained that there are two versions of the Annual Report this year. One is a one-pager to be used for outreach activities which includes the main points of the report. The other is a digital version which has more in-depth information. The digital version can be accessed through a QR code on the one-pager and on our website. Went through the report, including letter from the Board President, highlights from the past year, looking forward to plans for the current fiscal year, usage statistics, donations and sponsorships, financial summary, library leadership, policy updates and links for further reading.

Discussion about how items are chosen for Lakeshore Lending Library.

Discussion about when the Annual Report will be shared with the public. The Board should send any feedback to Dana VanOast and Julie Farkas by Monday, November 25 so they can make updates and then share the report with the public next week. They will be presenting the report at the City Council meeting on December 2.

Discussion about how the report is shared with the public. It is not mailed, but does go out in the monthly eNewsletter to all cardholders. Also discussed possibly advertising it at Lakeshore Lending Library.

The Board thanked Dana for the report.

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 – October 2024.....	15-16
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Students were asked about what they are currently reading.

2. President's Report (Mark Sturing) – MLA Legislative Update.....	17-18
A. 2024-2025 Board Committee Assignments.....	19

Trustee Sturing: Spoke about the letter he wrote for the Annual Report. Read through the main points of the Freedom to Read legislation that has been introduced in the Michigan House of Representatives.

Discussion about the Freedom to Read legislation and how it might impact NPL if passed, particularly in regards to point number two on page 18 about book challenges. It was brought up that with leadership changing in the Michigan House of Representatives, this legislation could not be addressed for a while and could go through many changes before a vote. Library leadership will keep an eye on it.

Director Farkas: Thanked the Board for understanding their role as Board Members of a public library and going through extensive training. Not all communities are lucky enough to have that.

Discussion about the Human Library program that took place on November 9 and will become an annual event. Staff was thanked for the hard work in putting on the program, particularly Outreach Librarian Emma DeCenso who took the lead. Trustee Dooley expressed that this program helps build bridges in the community.

Trustee Sturing: Attended Novi Historical Commission Wreaths Across Novi event.

Trustee Halvangis: Attended Ladies Night event at the Library and said it was a nice evening.

Trustee Bartlett: Attended a financial event at the Library last night that was put on by an organization renting the meeting room and the renter expressed how much they enjoy renting at NPL.

3. Treasurer's Report (Brian Bartlett)	
A. 2024-2025 Library Budget Fund 271.....	20-22
B. 2024-2025 Contributed Fund Budget 272.....	23
C. Financial Report October 2024.....	24
D. Library Fund 271 Expenditure & Revenue Report as of October 24, 2024.....	25-28
E. Library Fund 272 Contributed Fund as of October 24, 2024.....	28-29
F. Balance Sheets for Funds 271 and 272 as of October 24, 2024.....	30-31

Discussion about the fund balance.

Discussion about adjusting the 2024-2025 budget. Numbers will be brought to the December meeting and amendments can be made then.

Discussion about changing the colors on the budget spreadsheets for better clarity.

4. Director's Report (Julie Farkas).....	32-36
A. Information Technology Report (Jeffrey Smith).....	37-40
B. Facilities Report (Keith Perfect).....	40
C. Information Services Report (No Dept. Head at the Time).....	41-43
D. Marketing and Community Promotion (Dana VanOast).....	44
E. Support Services Report (Maryann Zurmuehlen).....	45
F. Library Usage Statistics.....	46-54

G. Friends of Novi Library – Agenda 11/13/24; November 2024 Newsletter	55-56
H. City of Novi Historical Commission – Minutes 9/18/24.....	57-58

Discussion about Shop Small Pop Up Market on Saturday, December 7 from 10am to 2pm.

Trustee Sturing: Commented on two of the staff members who have anniversaries in December and how it speaks positively that staff staying are at NPL long-term and moving up in the organization.

Trustee Dooley: Asked if the Board Members could do a project in the iCube Makerspace in 2025, which Julie Farkas will coordinate.

Public Comment

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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 Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A
 - Revision to Breaks Policy.....60-61
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation

 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 10/31/24.....62

Trustee Bartlett: Have started talking about going out for a millage and bond due to our bond expiring soon. We are planning to go out for less than what the current amount is, which will still allow us to operate at the same level of service. More information will come in January.

Director Farkas: Said this bond would also help NPL tackle some capital improvement projects.

- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities

 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Held on 11/11/24.....62
- Strategic Planning Committee:**

 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
- Building & Grounds Committee:**

 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
- 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: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
- No Meeting Held.....N/A
- 2nd Draft review of DEI Statement and Definitions for NPL.....63-64

Matters for Library Board Action

1. Revisions to HR Breaks Policy.....60-61

Director Farkas: Just a few wording changes, highlighted in yellow. Time amounts are staying the same.

Motion: to approve the revisions to the HR Breaks Policy

Motion to Approve – 1st – Trustee Burke

2nd – Trustee Halvangis

Motion Passes – 7-0

2. 2nd Draft review of the DEI Statement and Definitions for NPL.....63-64

Motion: to approve the DEI Statement and Definitions for NPL

Motion to Approve – 1st – Trustee Dooley

2nd – Trustee Crawford

Trustee Dooley: Thanked the committee for moving so quickly to consider things that were brought up at last month's meeting. Understands that we do not want to overpromise what we can do or overextend staff. Reminded that this is not a policy, it is a guide for staff. It reinforces what has been worked on through strategic planning.

Trustee Bartlett: Expressed worry that the Library will still not be able to satisfy all the needs that may be requested, and referenced a book the Board read several years ago written by a librarian who left the profession due to dealing with DEI issues that caused her to be diagnosed with PTSD.

Trustee Halvangis: Does not think having this DEI Statement will cause a sudden influx of people making unreasonable demands, and that it is more about making sure we are providing people access.

Trustee Crawford: Reminded that staff has reviewed this document and is ok with it. Also reminded that it is not set in stone and can be changed if/when necessary. She thinks it is a positive thing.

Discussion about the word "ensuring" in the Inclusion definition. Board agreed on changing "Ensuring that..." to "Working together to help..."

Discussion about the phrase "at every level of the organization" in the Inclusion definition. Board agreed to take that phrase out.

Motion: to amend the Inclusion definition in the DEI Statement and Definitions for NPL document to read "Working together to help all patrons feel a sense of engagement and belonging at NPL, and that every patron will be heard and supported."

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Burke

Motion Passes – 7-0

Motion: to approve the DEI Statement and Definitions for NPL with the amended language

Motion Passes – 7-0

Communications

1. Thank You Letter from ABWA – Novi Oaks Charter Chapter Re: Donation.....66-67

Closed Session

No Closed Session

Trustee Sturing: Reminder about City of Novi Employee Appreciation Dinner tomorrow, Friday November 22 at the Suburban Collection Showplace.

Adjournment

Motion: to adjourn at 9:06 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Bartlett

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2024.....68
- Library Board Calendar 2025.....69
- Library Closings 2024.....70
- Library Closings 2025.....71

2024/2025 Future Events:

- **11/22/24: Library CLOSED at 5pm**
- **11/27/24: Library CLOSED at 5pm**
- **11/28/24: Library CLOSED Thanksgiving Day**
- **11/29/24: Library CLOSED**
- **11/30/24: Library CLOSED**
- **12/1/24: Library CLOSED**
- **Friends of Novi Public Library – No Meeting in December 2024**
- 12/18/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **12/19/24: Library Board of Trustees Meeting at 7pm, Novi Public Library – 3rd Thursday, due to holiday**
- **12/23/24: Library CLOSED at 5pm**
- **12/24/24: Library CLOSED Christmas Eve**
- **12/25/24: Library CLOSED Christmas Day**
- **12/31/24: Library CLOSED New Year’s Eve**
- **1/1/25: Library CLOSED New Year’s Day**



Kat Dooley, Secretary

December 19, 2024

Date