



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
July 25, 2024, 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 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary 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 – absent, excused
- Alyna Dohadwala – absent, excused

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary
- Kristen Sullivan, HR Specialist

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Gawalapu
Motion passes – 7-0

Consent Agenda

- 1. Approve Minutes of: June 27, 2024 Regular Board Meeting.....4-11
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#640).....12-15

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

Motion passes – 7-0

Presentations

1. Check presentation by Shinsho American Corporation, Alicia Hendershot - Human Resource Manager – a \$1,000 donation for the iCube Makerspace

Director Farkas: Introduced President Makio Ono, Vice President Eiichiro Moriya and HR Manager Alicia Hendershot from Shinsho American Corporation and thanked them. This is the second year in a row they have supported NPL and this year their donation will go toward the iCube Makerspace.

Alicia Hendershot: Talked about the company. They are hoping to continue this relationship with the Library. Their employees love the Library.

Director Farkas: We will set up a time for their employees to come tour and use the iCube Makerspace.

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

| | |
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| 1. Student Representatives Report – June 2024..... | 16-17 |
| 2. President's Report (Mark Sturing)..... | 18-19 |
| A. 2024-2025 Board Committee Assignments..... | 20 |

Trustee Sturing: State aid has remained roughly the same for many years, but there will be a slight increase this year. Attended the Friends of the Novi Public Library annual meeting in July. They presented us with a check for around \$30,000 for the 24-25 fiscal year. Happy to see the Friends group growing. Attended Summer Songfest event at Paradise Park, which was very successful.

Director Farkas: Gave a shout out to Sue Johnson who has done amazing work as the President of the Friends of the Novi Public Library.

Trustee Crawford: Attended a Summer Songfest event which saw a huge turnout. The Library is adding another date for Summer Songfest, September 19, with an Elvis impersonator. NPL On the Road to Saginaw is taking place September 27 – registration is open and will fill up fast. Senior Day at the State Fair is Thursday, August 29 – free entrance for ages 60 and older.

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| 3. Treasurer's Report (Brian Bartlett) | |
| A. 2023-2024 Library Budget Fund 271..... | 21-23 |
| B. 2023-2024 Contributed Fund Budget 272..... | 24 |
| C. Financial Report June 2024..... | 25 |
| D. Library Fund 271 Expenditure & Revenue Report as of June 30, 2024..... | 26-29 |
| E. Library Fund 272 Contributed Fund as of June 30, 2024..... | 30 |
| F. Balance Sheets for Funds 271 and 272 as of June 30, 2024..... | 31-32 |

Trustee Bartlett: Nothing has really changed since the last report. Final numbers for the 23-24 fiscal year will come in through the next month or so and the Board will approve them in September.

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| 4. Director's Report (Julie Farkas)..... | 33-39 |
| A. Information Technology Report (Jeffrey Smith)..... | 40-44 |
| B. Facilities Report (Keith Perfect)..... | 45 |
| C. Information Services Report (Hillary Hentschel)..... | 46-49 |
| D. Marketing and Community Promotion (Dana VanOast)..... | N/A |
| E. Support Services Report (Maryann Zurmuehlen)..... | 50 |
| F. Library Usage Statistics..... | 51-59 |
| G. Friends of Novi Library – Agenda 7/10/24; Annual Minutes 7/12/24..... | 60-65 |
| H. City of Novi Historical Commission – Minutes 5/15/24..... | 66-68 |

Director Farkas: Shared the agenda for Staff Professional Development Day. Will be attending Mayor's Exchange in Kansas with the rest of the City of Novi leadership team in September.

Trustee Burke: Question on page 38 regarding building use and the possibility of changing Library hours.

Director Farkas: We will be looking into data about building use, hours from other area libraries, and strategic planning data. We will share all that information with the Board before considering a change.

Trustee Crawford: Excited to see the Mayor's Exchange program has returned and think it will be a good opportunity.

Trustee Sturing: Question from Facilities report on page 45 regarding if additional work will be needed to solve the ongoing HVAC issues.

Director Farkas: The lobby has seen improvements with all the upgrades we have done recently. We will see how the first winter goes before deciding if more work is needed.

Trustee Gawalapu: Question from page 40 about the AST being down for 2 weeks.

Director Farkas: There was a hardware issue with the AST (automatic book sorting machine). It has been in the building for 14 years and undergoes routine maintenance quarterly. This is the first time it has been down for any length of time. A replacement has been included in the budget for the past 2 years in case it is needed. We are keeping a close eye on it.

Trustee Dooley: Wondered if people will eventually be able to use the new calendar reservation software to make appointments in the iCube. Know that was mentioned as a challenge on secret shopper results.

Director Farkas: We are looking into that and would like to be able to offer that, but it all depends on staffing availability.

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held
 - 7/25/24: Customer Service Policy.....69-70

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting Held on 7/12/24
 - Draft HR Manual changes and edits; updated organizational chart.....71-80

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 7/18/24
 - Reviewed language for the Library's Donation Brochure to include information for making donations through the Friends of Novi Library.....81

Trustee Bartlett: Met with the Friends of the Novi Public Library regarding charitable contributions people can make from their 401k accounts and how to market this opportunity with a focus on "defining your legacy". Those interested will have to donate through the Friends because they have a 501c3 status. Working on scheduling an event with the Friends and a manager of retirement funds regarding contributing.

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held

5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Hillary Hentschel
 - No Meeting Held

6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held

7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held

8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - Meeting Scheduled for 7/9/24 – Cancelled

Matters for Library Board Action

- A. Customer Service Policy.....69-70

Director Farkas: This has been reviewed by staff Customer Service Committee and staff Public Policy Committee.

Motion: To approve the Customer Service Policy
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Burke

Motion passes – 7-0

B. HR Manual – changes and edits; organizational chart.....71-80

Trustee Sturing: Gave kudos to staff members and trustees for working so hard on this.

Director Farkas: Thanked the staff HR Policy Committee.

Trustee Burke: Thanked HR Specialist Kristen Sullivan for presenting everything in an organized fashion and for answering questions.

Trustee Bartlett: Question about the organizational chart on page 80. The Library Network is listed as a community/business partnership, but I think that minimizes our relationship – we are dependent on TLN, and it is the foundation of what we do. Believes it should be included under Library Information Technology section.

Director Farkas: Agrees that TLN should be moved under the Library umbrella, but thinks it makes more sense falling under Administration if everyone accepts.

Board agrees to add organizational chart change to the motion.

Motion: To approve the HR Manual, dependent on change to organizational chart on page 80.

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Crawford

Motion passes – 7-0

Communications

1. N/A

Closed Session

No Closed Session

Director Farkas: Noted that a copy of the HR Policy will go into the Board packet for the public to view.

Trustee Sturing: Noted that the Library will be closed August 9 for Staff Professional Development Day.

Director Farkas: The teen area renovations will mostly take place August 8-9, with the goal of having everything complete before school starts August 26.

Adjournment

Motion: Motion to adjourn at 7:46 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Halvangis

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2024.....82
- Library Closings 2024 and 2025.....83-84

2024 Future Events:

- 7/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 9 – Staff Professional Development Day 8:30am – 4pm**
- 8/10/24: Last day of Summer Reading
- 8/14/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 8/21/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 8/22/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 31 – September 2 for Labor Day Weekend**



Kat Dooley, Secretary

August 22, 2024

Date