



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
October 24, 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, Kat Dooley

Library Board – 6 board members were recorded present

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Brian Bartlett, Treasurer
- Kat Dooley, Secretary
- Lori Burke, Board Member – absent, excused
- 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 Bartlett
2nd – Trustee Crawford

Motion passes – 6-0

Consent Agenda

- 1. Approve Minutes of: September 26, 2024 Regular Board Meeting.....4-12
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#643).....13-15

Motion: To approve the Consent Agenda as presented

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

Motion passes – 6-0

Presentations

- 1. Ian Duncanson – MSU Federal Credit Union, Check Presentation for \$10,000.....16-17

Director Farkas: MSU Federal Credit Union opened a branch in Novi this month. She and President Sturing attended the grand opening. The credit union reached out to the Library as they were preparing to open, wanting to give a donation to support the community. Their sponsorship will go toward programming, outreach, the iCube Makerspace and a new unique community art piece at the Library over the next year.

Ian Duncanson: Expressed excitement at the credit union expanding into the area and joining the Novi community. Said they are truly committed to giving back to the community. They also have free financial workshops available on their website. Also mentioned that anyone in the state of Michigan can open an account through MSUFCU.

Trustee Sturing: Thanked MSUFCU for their donation and welcomed them to the community. The organization has a great community feel and the updates they have done to the building look great.

Director Farkas: Mentioned that MSUFCU also gave a \$10,000 donation to MSU Tollgate Farms in Novi.

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 – September 2024.....18-19

Board Members thanked the student representatives and congratulated them for their great work and great programs.

Director Farkas: Called attention to the large attendance numbers for the first month of Teen Space this school year. Noted that the Library has increased the capacity of seating inside Teen Space and that the teen area on the 2nd floor is complete with the door installed and remainder of the seating in place.

- 2. President's Report (Mark Sturing).....N/A
 - A. 2024-2025 Board Committee Assignments.....20

Trustee Sturing: Attended dinner with the annual staff award winners, which was wonderful. Remarked that staff are doing a great job and that they make our Library as great as it is. Reported that longtime Library Board Member Terry Margolis passed away this morning and shared the impact she had on the Library and community.

Trustees Bartlett, Halvangis and Gawalapu all commented on the success of the Library Open House.

Trustee Sturing: Said many people came up to him at the Open House and remarked that it is great how involved the Library Board is.

Director Farkas: Planning to make the Open House an annual event. Expressed appreciation to the Board for being involved and taking time to attend Library events. It sends a positive message.

Trustee Crawford: Was not able to attend the On the Road to Saginaw bus trip, but heard that everyone had a great time. The Historical Commission attended the Library Open House and Pumpkin Fest at Tollgate Farms. They hosted a Haunts of Michigan program at the Library last night and have another program coming up in November, which will be the last one for the winter. The Historical Commission also has a new intern who has been doing a lot of work for them. They will also be getting some new scanning equipment soon that will be available for the public to use.

Director Farkas: Archival Librarian Rae Manela will be attending the November board meeting to give a presentation for the Historical Commission about the past year and what they are working on this year.

3. Treasurer's Report (Brian Bartlett)

A. 2024-2025 Library Budget Fund 271.....	21-23
B. 2024-2025 Contributed Fund Budget 272.....	24
C. Financial Report September 2024.....	25
D. Library Fund 271 Expenditure & Revenue Report as of September 30, 2024.....	26-28
E. Library Fund 272 Contributed Fund as of September 30, 2024.....	29
F. Balance Sheets for Funds 271 and 272 as of September 30, 2024.....	30-31

Trustee Bartlett: The audited finances from the City are finished and included here, so the 2023-2024 budget is wrapping up. No outstanding expenditures to mention.

Director Farkas: Communications Manager Dana VanOast is working on the Annual Report now that we have final financial numbers and will be presenting the report at the November Library Board meeting and the December City Council meeting.

4. Director's Report (Julie Farkas).....	32-38
A. Information Technology Report (Jeffrey Smith).....	39-43
B. Facilities Report (Keith Perfect).....	44
C. Information Services Report (No Dept. Head at the Time).....	45-49
D. Marketing and Community Promotion (Dana VanOast).....	50
E. Support Services Report (Maryann Zurmuehlen).....	51
F. Library Usage Statistics.....	52-60
G. Friends of Novi Library – Agenda 10/9/24; Minutes 8/14/24; October Newsletter, 23/24 Annual Report.....	61-65
H. City of Novi Historical Commission – Minutes 8/20/24.....	66-67

Director Farkas: The Management team came up with six areas to work on over the next year, based on staff feedback. Promoted Tutor.Com, Community Read Author Visit and Pop Up Market. Noted that the slides from the Friends of Novi Library presentation from the September meeting have been included this month.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....68-74

2. **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

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

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

5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - Meeting Held on 10/15/24.....75-78

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: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - Meeting Held on 10/11/24.....79-89

Matters for Library Board Action

1. Approve Accommodations and Accessibility Policy (2nd Reading).....68-71

Director Farkas: Changes are highlighted in yellow. Included a definition of "housebroken" for clarity.

Motion: to approve the Accommodation and Accessibility Policy

Motion to Approve – 1st – Trustee Halvangis

2nd – Trustee Bartlett

Motion Passes – 6-0

2. Approve Personal Care Room for Nursing Patrons (Revised).....73-74

Director Farkas: Just cleaning up this policy and moving the staff section to the HR Policy.

Motion: to approve the Personal Care Room for Nursing Patrons Policy revision

Motion to Approve – 1st – Trustee Dooley

2nd – Trustee Gawalapu

Motion Passes – 6-0

3. Approve the purchase of a new firewall with vendor TLN (The Library Network) Novi, MI, in the amount of \$13,235.86, with a not to exceed amount of \$15,000 for any incidentals and/or additional professional service charges at \$80.00 per hour. The funds will be allocated out of the 272 Contributed Fund.....76-78

Trustee Gawalapu: The Building and Grounds Committee reviewed quotes from four different vendors. Decided to go with TLN. The firewall has not been upgraded in many years and thinks it is high time.

Trustee Sturing: The Library's IT department gave a thorough presentation. Our current system is at the end of its life and new systems come with a lot more features and protections.

Director Farkas: Gave a shout out to IT Manager Jeff Smith for his work on pulling information together. The Library has had good experiences working with TLN, including them recently upgrading our Wi-Fi.

Trustee Bartlett: Asked if TLN has installed firewalls in other area libraries and wondered how it has worked for them.

Director Farkas: Was not sure, but can find out and report back to the Board.

Trustee Gawalapu: Said she did ask Jeff Smith if TLN had installed firewalls in other area libraries and that he said yes.

Trustee Halvangis: Likes that TLN is very accessible and easy to work with.

Motion: to approve the purchase of a new firewall with vendor TLN (The Library Network) Novi, MI, in the amount of \$13,235.86, with a not to exceed amount of \$15,000 for any incidentals and/or additional professional service charges at \$80.00 per hour with the funds allocated out of the 272 Contributed Fund

Motion to Approve – 1st – Trustee Halvangis

2nd – Trustee Crawford

Motion Passes – 6-0

4. Approve the revision to the DEI Statement with the inclusion of the definitions of what Diversity, Equity and Inclusion mean for Novi Public Library.....80

Motion: to approve revisions to the DEI Statement with the inclusion of the definitions of what Diversity, Equity and Inclusion mean for Novi Public Library

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Halvangis

Trustee Dooley: The Library staff DEI Committee and Board DEI Committee have worked on this for several months. Remarked that staff are very committed to carrying out this work every day with everyone who comes through the door to make them feel welcome. A previous Board Member asked what Diversity, Equity and Inclusion really mean to NPL as an organization and it was a good conversation to have. Commended staff for their work on this.

Discussion about everyone being able to use the Library, not just residents, how there are nuances to every library based on what their community needs and how NPL staff are the ones working with the community and implementing this every day. Several Trustees thanked the staff for their hard work.

Trustee Sturing: Clarified that they are asking for approval for just what is on Page 80.

Trustee Bartlett: Expressed concerns about the How NPL Defines DEI section of the document. Said it reads like a policy, not definitions, and believes parts of it contradict the Accommodations and Accessibility Policy the Board approved tonight. Suggested we should define Equity in terms of the Library instead of in terms of the patron, take away some of the action verbs and focus on what we can actually do. Does not want to overextend staff, create unattainable expectations with patrons or have the Library take on too much responsibility. Believes that as it currently reads, it is not measurable.

Discussion about some of the specific language included and what the implications are, as well as staff's involvement in creating this document. Discussed possibly adding/changing some of the language for clarity and getting more staff feedback before bringing to a vote.

Trustee Sturing: Asked if the maker and supporter of the motion would be willing to withdraw the motion.

Trustees Crawford and Halvangis: Yes

Trustee Sturing: We will table this matter for a future meeting.

Director Farkas: Will take feedback to staff DEI Committee and full staff for further discussion/revisions.

No Vote

Communications

- 1. 9/3/24: Email from Joanna; Re: Video Games in Youth Area.....90

Director Farkas: Got the chance to speak with this patron about her concerns. She was tutoring her children in the Youth Area which can be difficult because the 1st floor is designated as an active floor. Gave her other options that might work better. She was appreciative.

Closed Session

No Closed Session

Trustee Sturing: Called attention to the Library Board Calendar 2025 included in Supplemental Information, which is updated with the new dates.

Adjournment

Motion: to adjourn at 8:14 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Halvangis

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2024.....91
- Library Board Calendar 2025.....92
- Library Closings 2024.....93
- Library Closings 2025.....94

2024 Future Events:

- 11/13/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 11/20/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **11/21/24: Library Board Trustee Meeting at 7pm, Novi Public Library – 3rd Thursday, due to holiday**
- **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**



Kat Dooley, Secretary

November 21, 2024

Date