Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
September 11, 2025, 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, Karla Halvangis
Library Board – 5 board members were recorded present
Mark Sturing, President
Kat Dooley, Vice-President
Brian Bartlett, Treasurer
Karla Halvangis, Secretary
Lori Burke, Board Member – absent, excused
Kathy Crawford, Board Member
Ajeeta Gawalapu, Board Member – absent, excused
Student Representatives
Positions not filled at this time
Library Staff
Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda……………………………………………………………………………………………………1-4

Motion: To approve the Agenda as presented
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Bartlett
Motion passes – 5-0

Consent Agenda
1. Approve Minutes of: August 14, 2025 Regular Board Meeting……………………………………………5-10
2. Approve Claims and Warrants of:
   A. Accounts 271 and 272 (#654)……..11-12

Motion: To approve the Consent Agenda as presented
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Dooley
Motion passes – 5-0

Presentations
1. NPL Staff Awards…………………………………………………………………………………………………..35-38

Director Farkas: Recognized NPL staff members who received staff awards for the 2024-2025 fiscal year.

Trustee Sturing: Congratulated staff members and thanked them for making NPL great.

2. Summer Reading Presentation: Danielle Mazur and Rae Manela……………………………………………..N/A

   Rae Manela and Danielle Mazur: Presented information about the 2025 summer reading program, including the theme, how patrons could participate, reading goals by age group, summer reading program displays, participation numbers and number of books read by age group, prizes, programming, sponsors and additional reading challenges that run throughout the year.

   Trustee Sturing: Remarked that it was a very successful summer reading program and thanked Rae and Danielle for their presentation.

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 – No Report…………………………………………………………………….N/A

2. Memo: Novi Youth Council Transition (City of Novi)…………………………………………………………..14-19

   Trustee Sturing: Thought the Novi Youth Council did well for the Library and is a little disappointed that it has been discontinued, but is glad to see a new program being put in place.

3. President's Report (Mark Sturing)
   A. 2025-2026 Board Committee Assignments………………………………………………………………..20

   Trustee Sturing: Thanked the Friends of Novi Library for their Summer Songfest events. Mentioned two upcoming events at the Library - an Open House on Sunday, September 21 and the 65th Anniversary on Sunday, October 26. Wanted to highlight an important item that will be discussed in Matters for Board Action. The board is proposing asking City Council to approve a millage for the Library when the current one expires in 2026. It would be for less than the current amount. There has been no millage increase for the Library since the new building was created 15 years ago, when the Library tripled in size. An average of 1200 people visit the Library every day it is open. Based on our strategic planning study, Novi residents currently pay much less for the Library than other similar communities nearby. The recent reserve study has shown the needs for the building over the next 25 years.

   Trustee Halvangis: Attended a webinar called Critical Data Storytelling for Libraries, which was very interesting and she recommends it.

4. Treasurer's Report (Brian Bartlett)
   A. 2025-2026 Library Budget Fund 271……………………………………………………………………..21-24
   B. 2025-2026 Contributed Fund Budget 272……………………………………………………………………25
   C. Financial Report August 2025………………………………………………………………………………….26
   D. Library Fund 271 Expenditure & Revenue Report as of August 31, 2025……………………….........27-29
   E. Library Fund 272 Contributed Fund as of August 31, 2025……………………………………………30-31
   F. Balance Sheets for Funds 271 and 272 as of August 31, 2025………………………………………..32-33

   Trustee Bartlett: We still don't have audited numbers for the 2024-2025 fiscal year, but we are coming in significantly under what was predicted. The reserve study is included in the board packet. This gives us a feel for what the Library will need as it ages. It is designed to help us get ahead of building updates.

Director Farkas: Attended the Fox Run Expo with staff to do outreach and library card signup. The new Customer Service Plan put together by our staff is included. Quick-reference policy bookmarks were also created to help staff explain policies to patrons. Thanked the staff Customer Service Committee for all their work. Managers will discuss the plan once a month to make sure it is being implemented and see if any changes are needed.

Trustee Crawford: Asked about the policy bookmarks and if they highlight the problems that come up the most.

Director Farkas: Responded yes. They are to help staff and were driven by staff.

Trustee Dooley: Suggested putting a UTM code by the URL on the bookmarks so that you can track how often they are being used.

Director Farkas: Said she would look into that. Also highlighted upcoming library programs, including the 65th anniversary on October 26. She noted that this will not be a quiet library day.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
   - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
   - No Meeting Held……………………………………………………………………………………………N/A
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
   - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
   - No Meeting Held……..N/A
3. **Building & Grounds Committee:**
   - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
   - Meeting held on 8/25/25…………………………………………………………………………………88-92
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
   - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas

- Meeting held on 8/28/25……………………………………………………………………………..93-142

5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
   - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
   - Meeting held on 8/28/25………………………………………………………………………………143

6. **Strategic Planning Committee:**
   - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
   - No Meeting Held…………………………………………………………………………………..............N/A

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: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
   - Meeting held on 8/18/25………………………………………………………………………………144

Matters for Library Board Action

1. Acknowledge City Council's dissolution of Novi's Youth Council and creation of Mayor's Youth Forum with direction for the Library Director to pursue a separate Library Student Representative position on the Library Board and engagement of library staff at the youth forum for information gathering purposes..14-19

   Motion: To acknowledge City Council's dissolution of Novi's Youth Council and creation of Mayor's Youth Forum with direction for the Library Director to pursue a separate Library Student Representative position on the Library Board and engagement of library staff at the youth forum for information gathering purposes

   Motion – 1st – Trustee Dooley
   2nd – Trustee Halvangis

   Trustee Dooley: Expressed that the board loves having students here, and is glad we are still planning to have students. Wondered if it will be harder to recruit them now.

   Director Farkas: Thinks the Library has a good funnel because of Teen Space, the Teen Lounge and the Teen Advisory Board. We will develop a position description, application and then do interviews. The Library has a lot of interest in teen volunteering opportunities, so is not worried about finding students.

   Trustee Dooley: Asked if we are looking for just one student representative and if it will still be a two-year term.

   Director Farkas: Thinks one student will be fine, but will consider having two if we receive strong candidates. We want people who are passionate about it. Will continue to be a two-year term, hopefully starting in January 2026.

   Motion Passes – 5-0

2. Recommendation from Building and Grounds Committee to approve a not to exceed amount of $100,000 to renovate the Library's main entrance with a new door system to reduce the effects of winter weather by nearly 70%. This amount will be expended out of the 272 account………………………….88-92

   Motion: To approve a not to exceed amount of $100,000 to renovate the Library's main entrance with a new door system to reduce the effects of winter weather by nearly 70%. This amount will be expended out of the 272 account

   Motion – 1st – Trustee Crawford
   2nd – Trustee Dooley

Trustee Dooley: Asked for Director Farkas' perspective on the proposal to do the option for the double-swing doors at $100,000 instead of the option for the revolving door at $200,000.

Director Farkas: There was concern about the accessibility of a revolving door for those in wheelchairs, with strollers, etc. as well as concerns about teens misusing the revolving door. Also got feedback from the Support Services Department, who sit near the front entrance, and they thought this would be the better solution as well.

Trustee Crawford: Is glad we are not doing a revolving door, because that can be difficult for some people to navigate.

Trustee Sturing: Remarked that it seems like many places are going away from revolving doors.

Motion Passes – 5-0

3. Recommendation from Finance Committee to approve the 2025/2026 271 and 272 1st Quarter Budget Amendments, recognizing a transfer of funds in the amount of $241,377.00 from the 272 account, based on the reserve study, to the 271 account and an additional $100,000 in expenditures in the 272 account for the main entrance door renovation. The projected budget years will begin to show a transfer of funds from 271 to 272 to achieve the reserve study annual contribution…………………………………..21-25

Motion: To approve the 2025/2026 271 and 272 1st Quarter Budget Amendments, recognizing a transfer of funds in the amount of $241,377.00 from the 272 account, based on the reserve study, to the 271 account and an additional $100,000 in expenditures in the 272 account for the main entrance door renovation. The projected budget years will begin to show a transfer of funds from 271 to 272 to achieve the reserve study annual contribution

Motion – 1st – Trustee Bartlett
2nd – Trustee Dooley

Trustee Bartlett: Called attention to the bottom of page 24, which shows the unaudited numbers from the 2024-2025 fiscal year. This is looking much better than predicted, largely due to more tax revenue and investment money than predicted. As recommended by the reserve study, money will be moved every year to start saving for needed building expenses. Pointed out the graph from the reserve study on page 132, which shows predictions for when repairs will be needed and how much money we will have put aside. We are trying to keep a surplus in that account so we will have the funds for building projects when they are needed.

Trustee Halvangis: Was impressed by the study. Wondered about the graph on page 132 and a point where it shows us getting close to going in the red.

Trustee Bartlett: The reserve study company said this could happen, it all just depends on when updates/repairs are actually needed. But they believe this should put us in a good position.

Director Farkas: Thanked City Council Member Dave Staudt for introducing us to the reserve study company and suggesting we have a reserve study completed for the Library.

Trustee Dooley: Clarified that if the Library doesn't go for the millage, we would not be able to put this money aside.

Trustee Halvangis: Commented that we don't want to be playing catch-up with some of these major projects.

Trustee Crawford: Expressed that this is why we wanted to have the reserve study done. It makes sense to move forward and plan ahead for these things.

Trustee Sturing: Explained that the plan would be to put aside $200,000 per year to start and then gradually increase that so we have enough money put aside for all the updates that will be needed. The people who did the study are the experts.

Director Farkas: Said the board members have been wonderful stewards of our money, but now that the building is 15 years old, we are just starting to see needs come up.

Trustee Dooley: Expressed that if we don't do this now, it could be very bad down the road.

Motion Passes – 5-0

4. Recommendation from Finance Committee to request that Novi City Council approve an additional capital and operating millage in the amount of .2000 mills for the Library beginning in the year after the expiration of the approximate .3471 millage for the construction of the library building (based upon attorney information)……139-142

Motion: To request that Novi City Council approve an additional capital and operating millage in the amount of .2000 mills for the Library beginning in the year after the expiration of the approximate .3471 millage for the construction of the library building (based upon attorney information)

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

Trustee Bartlett: This motion enables the Board Finance Committee to start discussions with City Council and bring a proposal to City Council to replace the building millage when it expires. This should give us some cushion to put the $200,000 aside each year based on the reserve study. Our strategic planning showed that we are behind similar libraries nearby in terms of funding. That study used 2022 data, so with inflation, we are even further behind. With this proposal, we can show the community that we are taking fiscal responsibility and still collecting 10% less from Novi taxpayers than other similar libraries.

Trustee Halvangis: Remarked that the funding discrepancy between Novi and other libraries is stunning considering all that our Library does.

Trustee Dooley: Had wondered why we weren't asking for a higher millage amount, but the information from Trustee Bartlett helped her understand why we are asking for this amount.

Motion Passes – 5-0

Communications

1. Email from David Beaton Re: Library Closure on August 15, 2025……145
2. Email from Sarah McCollough Re: Summer Reading Program……146

Trustee Sturing: Mentioned the emails and thanked the senders for their feedback.

Closed Session

No Closed Session

Adjournment

Motion: To adjourn at 8:22 PM
Motion to Adjourn – 1st – Trustee Halvangis
2nd – Trustee Crawford
Motion Passes – 5-0

Supplemental Information

- Library Board Calendar 2025……147
- Library Closings 2025……148
- Library Board Calendar 2026……149
- Library Closings 2026……150

2025 Future Events:

- 9/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 9/21/25: Library Open House, 2-4pm, Novi Public Library
- 10/8/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **10/9/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**
- 10/15/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 10/19/25 – 10/25/25: National Friends of Libraries Week
- 10/26/25: Library's 65th Anniversary Party, 1-5pm, Novi Public Library
- **11/4/25: Election Day – Library is OPEN; Precinct 17**
- 11/8/25: Novi Historical Commission Veteran's Wreath Event, 1-3pm, Novi Road Cemetery
- **11/11/25: Veteran's Day – Library is OPEN; City Offices Closed**
- 11/12/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **11/13/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**
- 11/19/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **11/26/25: Library Closes at 5pm**
- **11/27/25 – 11/30/25: LIBRARY CLOSED – Thanksgiving Day and weekend**

Karla S. Halvangis

October 9, 2025

Karla Halvangis, Secretary

Date