



**Library Board of Trustees – Regular Meeting  
Initial Draft - MINUTES  
April 27, 2023, 7 PM  
Novi City Council Chambers**

**Approved –**

**5-25-23**

**Call to Order by President Kathy Crawford**

City Council Chambers

Called to order by President Kathy Crawford at 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

**Library Board – 5 Board members were recorded present**

Kathy Crawford, President

Kat Dooley, Vice-President

Brian Bartlett, Secretary

Sreeny Cherukuri, Treasurer – Absent

Priya Gorumurthy, Board Member

Ajeeta Gawalapu, Board Member – Absent

Mark Sturing, Board Member

**Student Representatives**

Abhay Kakarla – Absent

**Library Staff**

Julie Farkas, Director

**Legal Counsel**

Debra Walling, Attorney

Rosati, Shultz, Joppich, Amtsbuechler

**Approval of Agenda**

**Director Farkas:** Proposes modifications to the agenda: the Strategic Plan Board Session minutes are changed to Strategic Planning Retreat Notes, and the Student Report is for March 2023, not February 2023

**Motion:** To Approve the Agenda with proposed modifications.  
Motion for Approval – 1<sup>st</sup> – Trustee Gorumurthy  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 5-0**

## Consent Agenda

1. Approve Minutes of: March 23, 2023 including Addendum 1 for March 21-22, 2023 Strategic Planning Retreat Notes .....5-11
2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#625)..... 12-14

**Motion:** To Approve the Consent Agenda as presented.

Motion for Approval – 1<sup>st</sup> – Trustee Sturing  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 5-0**

## Presentations

None

## 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 insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting. The materials cannot be changed before the meeting.

No Public Comment.

## Reports

1. Student Representatives Report – March, 2023 .....15
2. President's Report (Kathy Crawford)
  - A. New board member, Ajeeta Gawalapu, was on-boarded on Saturday, April 15, 2023 by Director Farkas and President Crawford. The board manual was presented as well as a library tour.
  - B. Slate of Officers for 2023-2024 Library Board, presented by Secretary Bartlett.....17
  - C. Committee assignments as of 4/12/23; Library Board President will make appointments to committees at the May 25, 2023 meeting..... 18
3. Treasurer's Report (Sreeny Cherukuri)
  - A. Financial Report March 2023.....19
  - B. 2022-2023 Library Budget Fund 268 as of 4/27/2023..... 20-22
  - C. 2022-2023 Contributed Fund Budget 269 as of 4/27/2023.....23
  - D. Library Fund 268 Expenditure & Revenue Report as of March 31, 2023.....24-26
  - E. Library Fund 269 Contributed Fund as of March 31, 2023.....27
  - F. Balance Sheets for Funds 268 and 269 as of March 31, 2023..... 28-29
4. Director's Report (Julie Farkas) ..... 30-44
  - A. Information Technology Report (Jeffrey Smith)..... 45-46
  - B. Facilities Report.... (Keith Perfect).....47
  - C. Information Services Report.... (Hillary Hentschel)..... 47-49
  - D. Support Services Report.... (Maryann Zurmuehlen).....50-53
  - E. Library Usage Statistics..... 54-62
  - F. Friends of Novi Library: Friends Giving Tree; Agenda – 4/12/23; Minutes – 3/8/2023....63-69
  - G. City of Novi Historical Commission – Minutes 2/15/2023.....70-71

## Public Comment

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**Sharon Trumpy, Harvest Lane** – Discussed the DEI report with senior issues, support for the fine-free proposal and the upcoming Officer elections.

## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)  
· Meeting held: April 13<sup>th</sup> .....72  
· **GOALS 2022-2023:**
  1. Continued review of public policies
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)  
· Meeting held: April 7<sup>th</sup> .....73  
**GOALS 2022-2023:**
  1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
  2. Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth, and retention
  3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library
  
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Bartlett, Cherukuri, Sturing, Staff Liaison – Julie Farkas)  
· Meeting held: April 13<sup>th</sup> .....73-74  
· **GOALS 2022-2023:**
  1. Review Financial Plan
  2. Library Endowment/Foundation investigation
  3. Salary Comparison and review; last done in 2018
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)  
· Meeting held April 3<sup>rd</sup> .....74  
· Next Meeting May 15, 2023  
· **GOALS 2022-2023:**
  1. Continuing support with Friends of Library; more board presence at their events
  2. Marketing plan update
  3. Marketing efforts put in place for the Strategic Plan
  
5. **Strategic Planning Committee:**  
(Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas)  
· Meeting held April 3<sup>rd</sup> .....75  
· Next meeting: May 15, 2023

**6. Building & Grounds Committee:**

(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)

· Meeting held: April 5<sup>th</sup>.....75

· **GOALS 2022-2023:**

- 1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces
- 2. Review NPL's current Technology Plan

**7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**

(Chair: Open, Bartlett, Sturing, Staff Liaison – Julie Farkas)

· Next meeting: No meeting scheduled

· **GOAL 2022-2023:**

- 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed

**8. DEI: Diversity, Equity and Inclusion Committee**

(Chair: Dooley, Gurumurthy, Staff Liaison – Julie Farkas)

· Next meeting: No meeting scheduled

· **GOALS 2022-2023:**

- 1. Recommend all Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person)
- 2. Assist in launching the DEI Scorecard for NPL
- 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Matters for Library Board Action**

- 1. Slate of Officers for 2023-2024 Library Board, presented by Secretary Bartlett.....17

Procedure for elections:

- 1. Present slate of candidates
- 2. Accept nominations from the board
- 3. Board comments (optional)
- 4. Vote

President – Candidate **Mark Sturing**

No Nominations or comments from the Board

Vote of Trustees – Mark Sturing – 5-0

**Mark Sturing elected President**

Vice President – Candidates **Kat Dooley, Kathy Crawford**

No Nominations or comments from the Board

Vote of Trustees – Kat Dooley – 2-0 (Dooley, Gurumurthy)  
Kathy Crawford – 3-0 (Crawford, Bartlett, Sturing)

**Kathy Crawford elected Vice President**

Treasurer – Candidate **Sreeny Cherukuri**

No Nominations or comments from the Board

Vote of Trustees – Sreeny Cherukuri – 5-0

**Sreeny Cherukuri elected Treasurer**

Secretary – Candidate: none nominated

**Trustee Dooley:** Suggested Trustee Bartlett as a candidate to retain the secretarial position.

**Trustee Bartlett:** Discussed that last year's election occurred after stating the Bylaws and the definition of the Secretarial position was a mess. It is insufficient to define the current responsibilities to new members. With no actions in the Bylaws, things have not gotten any better. Would only accept the position if the board members acknowledge that this is not the status quo from last year. Also encouraged any one disagreeing with that not cast their votes in his favor.

**Trustee Sturing:** Indicated the Bylaw committee chair was open and would be a focus in the next year

No further nominations

Vote of Trustees – Brian Bartlett – 5-0

**Brian Bartlett elected Secretary**

**Novi Public Library Board of Trustees Executive Board 2023-2024**

**President – Mark Sturing**

**Vice President – Kathy Crawford**

**Treasurer – Sreeny Cherukuri**

**Secretary – Brian Bartlett**

2. Approval of Library Financial Reports; recognizing the fund number changes from 268 to 271 and 269 to 272 based on new requirements by the State of Michigan.....20-23

**Director Farkas:** Discussed the official public account number changes and naming conventions that are established by the State of Michigan. Would prefer that the board approve these changes. This will standardize accounting systems throughout public libraries in the state.

**Director Sturing:** Has an interest to see if the fees and fines title can be changed depending upon actions from the board this evening.

**Motion:** To Approve the fund number changes to comply with State of Michigan accounting standards.

Motion for Approval – 1<sup>st</sup> – Trustee Sturing

2<sup>nd</sup> – Trustee Bartlett

**Motion passes – 5-0**

3. Motion to approve Novi Public Library going fine free and in doing so removes the provision on the current policy for Fees, Damaged, Destroyed, or Lost Materials which states the Library Board approved the continuation of fine free status for overdue Novi materials.

**Trustee Sturing:** Discussed this issue within the Policy and Finance Committees. Per previous discussions the concern was whether we had an increase in lost or damaged items. That is clearly not the case per the data collected, so would support the motion.

**Trustee Bartlett:** Per the agreement last year, the board's focus was "Do we get our materials back". Clearly we are getting our materials back so will support the motion. He cautions, however, that staff still has responsibility to collect penalties for lost or damaged materials under this proposal.

**Trustee Crawford:** Was amazed that most of the comments and concerns were on the collection of late fees rather than the higher penalties for lost material. Has changed her mind regarding this proposal and will support it.

**Motion:** To Approve the proposed changes to the Fees for Damaged, Destroyed, or Lost Materials Policy.

Motion for Approval – 1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 5-0**

## Communications

None

## Adjournment

**Motion:** Motion to Adjourn at 7:58 PM.

Motion – 1<sup>st</sup> – Dooley  
2<sup>nd</sup> – Trustee Sturing

**Motion Passes – 5-0**

## Supplemental Information

- Library Board Calendar 2023.....76
- Library Closings 2023 .....77

## 2023 Future Events:

- 5/10: Friends of Novi Public Library Regular Meeting at 2pm, Novi Public Library
- **5/14: LIBRARY CLOSED**
- 5/17: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 5/19: City of Novi Spring City Heroes Event 6-8:30pm, Novi Civic Center
- 5/25: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **5/28: LIBRARY CLOSED**
- **5/29: LIBRARY CLOSED**
- 6/5: Summer Reading Begins! (June 5 – August 12, 2023)
- 6/14: Friends of Novi Library Regular Meeting at 2pm, Novi Public Library
- **6/18: LIBRARY CLOSED**

· **6/19: LIBRARY CLOSED**

· 6/21: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library

· 6/22: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers

· **7/4: LIBRARY CLOSED**