



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
August 24, 2023, 7 PM
Novi City Council Chambers**

Initial Draft

Call to Order by President Mark Sturing

City 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 Vice-President Crawford

Library Board – 6 Board members were recorded present

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Sreeny Cherukuri, Treasurer
- Kat Dooley, Board Member
- Priya Gurumurthy, Board Member
- Ajeeta Gawalapu, Board Member
- Brian Bartlett, Secretary – Absent excused

Student Representatives

Abhay Kakarla

Library Staff

Julie Farkas, Director

Approval of Agenda

Motion: To approve the agenda with the addition of agenda item B, Approval of the Library Closures list for 2024.

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

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: July 27, 2023 Regular Board Meeting5-11
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#629).....12-14

Motion: To approve the consent agenda as presented.

Motion for Approval – 1st – Trustee Gurumurthy
2nd – Trustee Gawalapu

Motion passes – 6-0

Presentations

- A. Student Representative Annual Review 2022-2023:
Presented by Abhay Kakarla.....15-23
- B. Meeting Room Rental Report 2022 – 2023:
Presented by Amy Crockett, Meeting Room Coordinator.....24-25
- Meeting room usage rates are double 2021-2022 (Covid recovery time period)
 - High ranks regarding room use and facilities

Director Farkas: Scheduling rooms is only done 60 days in advance so that rooms are available for Library programs which is the first priority. Library revenues are near \$38,000 which is getting closer to pre-Covid numbers of \$50,000. She reviewed programs for Novi HOA organizations.

- C. Friends of Novi Library Annual Review 2022-2023:
Presented by Sue Johnson, President.....26-27

Friends President Sue Johnson: Discussion of the Friends programs and events for the year. Launch of the Giving Tree, and the volunteer recognition event were presented. Funding of events and infrastructure.

- D. Novi Historical Commission Year in Review 2022-2023:
Presented by Rae Manela, Chair.....N/A

- Review of the Historical Commissions programs and initiatives

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 – August, 2023..... 28
2. President's Report (Mark Sturing)
- A. President's comments, Trustee experiences and involvement
3. Treasurer's Report (Sreeny Cherukuri)
- A. 2023-2024 Library Budget Fund 271 30-32
- B. 2023-2024 Contributed Fund Budget 27233
- C. Financial Report July 31, 2023.....34
- D. Library Fund 271 Expenditure & Revenue Report as of as of July 31, 2023.....35-37

E. Library Fund 272 Contributed Fund as of July 31, 2023.....	38-39
F. Balance Sheets for Funds 271 and 272 as of July 31, 2023	40-41
4. Director's Report (Julie Farkas)	42-69
A. Information Technology Report (Jeffrey Smith).....	70-73
B. Facilities Report (Keith Perfect).....	74
C. Information Services Report (Hillary Hentschel).....	75-77
D. Support Services Report (Maryann Zurmuehlen).....	78-80
E. Library Usage Statistics.....	81-90
F. Friends of Novi Library.....	91-95
G. City of Novi Historical Commission	96-97

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No Public Comment

Committee Reports - Note committee assignments following reflect 2022-2023 assignments

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
 · Staff Committee: Julie Farkas, Betty Lang, Dana Brataniec and Hillary Hentschel
 · No meeting held
 · **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)
 · Staff Committee: Julie Farkas, Lindsay Gojcaj, Kristin Abate, and Kirsten Malzahn
 • No meeting held
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: Cherukuri, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 · No meeting held
 · **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: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)

· Meeting held: July 24, 2023.....99-101

· Next meeting: August 31, 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, Gurumurthy, Crawford Staff Liaison – Julie Farkas)

· No meeting held

6. Building & Grounds Committee:

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

· No meeting held

· **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: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)

· Meeting held: July 25, 2023.....102

· **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, Crawford, Staff Liaison – Julie Farkas)

· Meeting held July 25.....102

· Next Meeting – TBD

· **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

- A. Approval of updates to the Guest Behavior Policy, reviewed by Library staff and Attorney.....52-65

Trustee Sturing: Asked about the clause about a public announcement. The policy says we do not make a public announcement and wondered if there were instances where the library would want to make an announcement at the library's discretion.

Director Farkas: Explained the policy. In most cases the library is not aware of the circumstances surrounding public announcements as it applies to all members of the public that may be involved. In lost person cases, the library works closely with the police. There have been instances where individuals wish for the library to identify persons on site. Library staff should not be responsible for that. Lost persons and emergency situations should be handled by the police department.

Trustee Gurumurthy: Asked about the lost and found policy regarding unattended items and the movement of lost items in a fairly short time frame.

Director Farkas: Explained this is targeted at teen patrons who tend to leave high value items unattended and tend to lose them. This enables library staff to move items quickly to lost and found for safe keeping.

Trustee Dooley: Questioned the phrase regarding sterno and heating item for catering use. Also discussed non-verbal communication parts of the policy.

Director Farkas: Discussed that all flame emitting heating devices as well as candles are banned as flames are potentially threatening to library collections. As far as non-verbal communications there will be further training with library staff especially as it relates to special needs patrons.

Trustee Sturing: Asked for a friendly amendment of the Policy changing the time to determine that an item is unattended from 30 minutes to 10 minutes.

Motion: To approve the updates to the Guest Behavior Policy with the addition of modifying the unattended items time frame from 30 minutes to 10 minutes.

1st – Trustee Crawford

2nd – Trustee Dooley

Motion passes – 6-0

B. Approval of The Library closures for 2024, distributed at the beginning of the meeting.

Motion: To approve the Library Closures list for 2024.

1st – Trustee Dooley

2nd – Trustee Gawalapu

Motion passes – 6-0

Communications

1. 7/14/23: Email from Nancy Thompson Re: Library Parking Lot.....103-104

Closed Session

None

Adjournment

Motion: Motion to Adjourn at 8:51 PM

1st - Trustee Cherukrui

2nd - Trustee Gurumurthy

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2023 –2024105-106
- Library Closings 2023 and 2024.....107-108

2023 Future Events:

- **9/2 – 9/4: LIBRARY CLOSED – Labor Day Weekend**
- 9/5: Back to School – Teen Space Opens 2:30pm – 5pm
- 9/13: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 9/20: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 9/28: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- 10/11: Friends of Novi Library Regular Meeting – **CANCELLED**
- 10/15: **National Friends of Library Week**
- 10/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 10/24: Community Reads Event – Emiko Jean author of *Mika in Real Life* at 7pm, Novi Public Library
- 10/26: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers



Brian Bartlett, Secretary

September 28, 2023

Date