Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
August 13, 2026, 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 – 7 board members were recorded present
Brian Bartlett, Treasurer
Kat Dooley, Vice President
Mark Sturing, President
Karla Halvangis, Secretary
Lori Burke, Board Member
Torry Yu, Board Member
Larry Czekaj, Board Member
Student Representatives
Positions not filled at this time
Library Staff
Julie Farkas, Director
Kirstin Kaufhold, Recording Secretary

Trustee Sturing welcomed new Board member Larry Czekaj back to the Board.

Approval of Agenda 1-3

Motion: To approve the agenda
Motion for Approval – 1st – Trustee Burke
2nd – Trustee Yu
Motion passes – 7-0

Consent Agenda
1. Approve Minutes of: July 9, 2026 –Regular Board Meeting 4-15
2. Approve Claims and Warrants of:
   A. Accounts 271and 272 (#665) 16-18

Motion: To approve the Consent Agenda

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

Motion passes – 7-0

Trustee Burke asked whether the hotspot charge listed on page 17 represents a monthly recurring cost. Director Farkas stated that she would confirm whether the amount listed represents the initial start-up cost.

Presentations

1. Friends of Novi Library Annual Presentation – Sue Johnson, President

Sue Johnson thanked the Board and expressed appreciation for the support of each Board member, noting that every Board member is also a member of the Friends. She highlighted the Board's continued support of Friends events, including attendance at Songfest, participation in meetings, and preparation of raffle baskets to support fundraising activities. She also noted that it was a pleasure for the Friends to participate with the Library in celebrating its 65th anniversary.

Johnson reported that Book Nook sales increased by $231 compared to the previous year. Thrift sales decreased by $812 from the prior year, primarily due to a change in the contract regarding reimbursements and freight charges.

Membership decreased for the first time in many years. Johnson noted that the Friends continue to communicate with members through email and physical mailings; however, some recipients may overlook emails or mistake mailed correspondence for junk mail.

The Friends received $38,084 in donations. Ms. Johnson noted that many individuals make donations directly from their IRA accounts and that donors recognize the tax benefits associated with contributing to a 501(c)(3) organization. Fundraising activities generated $7,529, including $2,669 from the quilt raffle. Johnson presented a check in the amount of $49,870 to the Library at the Friends' annual meeting.

2. Historical Commission Annual Presentation – Kim Nice, Chair and Rae Manela, Library Liaison

Rae Manela reported that the Historical Commission hosts monthly office hours twice a month. The Commission also partners with the Northville Genealogy Group, which meets once a month. The Commission assists with the Library's Open House, Senior Day, and Document Donation Day. Manela noted that October is National Archives Month. The Commission would be interested in receiving historical materials related to Novi, including school yearbooks, flyers, and other documents or items that help preserve the community's history.

Kim Nice reported on several events sponsored by the Historical Commission and held at the Library, including A Purse of Her Own, Classic Michigan Foods, Mark Twain: Storytelling, Dig Up Local History, Detroit Lions, Secret Michigan, and Clara Ford and the Fairlane Mansion. Information about upcoming events is displayed in the case under the stairs next to the elevator at the Library.

Nice noted that attendance at Commission-sponsored events has continued to increase. The Commission also participates annually in Pumpkinfest and Novi Community Fest and works with local businesses to obtain prize donations. Nice highlighted Wreaths Across Novi as the Commission's largest annual event. This year's event is scheduled for November 14.

Other Commission projects include a miniature project focused on learning about 3D printing and the Betty Lang Internship Program, which funds an intern each semester to work in the Local History Room. The Commission has had four interns who have developed finding aids, organized digital files, and digitized and processed hundreds of photographs.

The Commission also conducted an inventory of the backlog of original materials stored at the Library, including photographs, maps, documents, and VHS tapes.

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. Teen Space Statistics.. 19
   - A. Student Representative Application (Trustee Yu and Director Farkas)………………..20-22
   - B. Teen Space begins Monday, August 31st: Monday – Thursday 2:45pm – 5pm

     Teen Space Team: Anna Jakubiec, Austin Webberly, Shannon O'Leary and Taylor Price

     Trustee Yu and Director Farkas have developed an application process for the student representative position.

     Trustee Burke asked whether the Library plans to resume its previous Monday-through-Friday schedule, noting that the Library had been open Monday through Thursday.

     Director Farkas stated that the Library still has a librarian who has not yet started. The plan is to resume the expanded schedule beginning August 31, with Monday and Thursday hours. Until all staff positions are filled, the Library will maintain the current schedule.

2. President's Report (President Mark Sturing)
   - A. Closed Session Guidelines...23-25
   - B. FY 27 State Budget Includes Increased Investment in MI Libraries..26
   - C. Gov. Whitmer Signs Education Budget to Help Every Kid Read, Eat & Succeed.............27-33
   - D. 2026-2027 Board Committee Assignments, as of 7/2/26 34
   - E. Reflections from Board Member

Trustee Sturing discussed the criteria and procedures for conducting a closed session. He emphasized the importance of clearly defining what matters are appropriate for discussion during a closed session and noted that the outcome of the closed session must be recorded. He also clarified that there is a distinction between an executive session and a closed session.

Trustee Sturing reported that the state budget was recently passed and noted increases in state funding relevant to libraries, including an additional $375,000 for the Michigan eLibrary and $375,000 in state aid.

Sturing also discussed the state's education budget and its continued support for literacy and reading initiatives. He noted that Michigan currently ranks 45th among the 50 states in education and stated that while additional funding is helpful, more will be needed to improve the state's overall educational outcomes.

Director Farkas noted that public libraries fall under the Michigan Department of Education and stated that she will keep the Board informed of relevant developments.

The Board reviewed updates to the committee assignments. Trustee Sturing clarified that Trustee Yu is the Chair of the Building and Grounds Committee, rather than Trustee Sturing.

Trustee Yu reported attending the Library of Michigan Trustee Webinars and noted that they provided valuable information.

Trustee Yu noted that he and Trustee Halvangis attended the Friends of the Library annual meeting and reported that the Friends are seeking new members, with one position currently available. He also visited the Book Nook for back-to-school shopping and noted that many books are available for $0.50 to $1.00.

Trustee Sturing reported that he attended SongFest and noted that the event was well attended. He also discussed the Library's efforts to build connections with businesses at Fountain Walk and noted that the Library in sponsoring a Girls Night Out event.

3. Treasurer's Report (Trustee Brian Barlett)
    A. 10 Year Financial Projection General Fund 271 35
    B. 2026-2027 271 Approved Budget 36-39
    C. 2026-2027 272 Approved Contributed Fund Budget...40
    D. Financial Report July 2026 41
    E. Library Fund 271 Revenue & Expenditure Report as of July 31, 2026 42-45
    F. Library Contributed Fund 272 Report as of July 31, 2026 45-46
    G. Balance Sheets for Funds 271 and 272 as of July 31, 2026...47-48

Trustee Bartlett raised questions regarding the significant decrease in the Fund Balance, noting that revenue for the first month has not yet been recognized. He stated that the current run rate is slightly more than $4,000.

Bartlett also raised a question regarding the City of Novi's accounting, specifically the amount of approximately $141,000 shown on page 45 related to the net expenditures impacting the Library's budget. He noted that the Library anticipates receiving additional revenue as a result of the new millages. Bartlett also noted that the final audit for the prior fiscal year is still outstanding, as the books were closed at the end of June.

Director Farkas stated that the Library will present its financial records to the City of Novi at the next meeting. She also reported that the Library's auditors are scheduled to return in September, with the fiscal year expected to be fully closed out in October.

Trustee Burke questioned the net revenues and expenditures on page 41, noting that the amount should be reflected as a positive number rather than a negative number.

Trustee Sturing asked about Fund 271 and noted that the revenue reflected in the report does not include the additional .2 mills. He clarified that the additional millage revenue is not currently reflected in the revenue and expenditure report.

4. Director's Report (Julie Farkas)...………49-56
    A. Door Count Usage Statistics – (Jeff Smith)... 57-59
    B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) ....N/A
    C. Information Technology Report (Jeff Smith) 60-63
    D. Facilities Report (Keith Perfect)..64
    E. Assistant Director of Public Services Report (Lori Lowery) 65
    F. Information Services Report (Emily Brush and Rae Manela) 66-69
    G. Marketing and Community Promotion Report (Dana VanOast) 70-72
    H. Support Services Report (Sarah Mominee) 73-74
    I. Library Usage Statistics.. 75-84
    J. Friends of Novi Library – Agenda: 8/12/26; Annual Mtg. 7/8/26 85-87
    K. City of Novi Historical Commission – Minutes: 5/20/26.. 88-90

Director Farkas recognized and thanked the Library employees for their continued work and contributions.

Library Publication and Program Updates:

The Board reviewed several items featured in the Library's recent publication:

- **Page 51:** An article published by the City of Novi featured an interview with Mary Robinson regarding her digital services work as a librarian and her work in the iCube.

- **Page 54:** Summer SongFest was highlighted.
- **Page 55:** The Friends of the Library's Kaleidoscope program was highlighted.
- **Page 56:** Street Sounds was highlighted. The Library partners with Twelve Mile Crossing at Fountain Walk for the event, which features 1980s music. The band Vinyl Rocket will perform.
- **Page 87:** The Friends of the Library were highlighted.

Trustee Dooley suggested that the Library consider taking consistent employee photographs for branding purposes when employees begin their first day of employment.

Trustee Dooley also discussed 8mm film held by the Library that has not yet been converted to a digital format. A potential partnership with the Historical Commission to assist with converting the film was discussed. The Board also noted that a tour of the iCube is overdue and should be scheduled.

Trustee Burke asked whether the information on page 40 could be enlarged, noting that it is difficult to read. Director Farkas explained that the document is provided by the City of Novi as a locked file but stated that she would see what options are available to increase the size.

Trustee Halvangis emphasized that a patron had commented that the Library updates presented before Homeowners Association (HOA) meetings are very helpful.

Director Farkas explained that the Library offers HOAs complimentary room rentals in exchange for allowing Library staff approximately 15 minutes to speak with the attendees before the HOA meeting.

Trustee Yu asked about the Novi Cares food delivery program referenced on page 53. Director Farkas explained that the program was formerly known as Feed the Need. The Library partners with the Rotary Club to distribute food to community members.

Trustee Yu asked whether there is a plan to renovate the youth section of the Library.

Director Farkas stated that there is currently no defined scope for the renovation. The Library plans to conduct feedback sessions and engage families with young children, as well as elementary and middle school students, before developing a plan. She stated that she will advocate for community input when the floor design is brought forward. Potential improvements include creating a larger room for story time programming and expanding the large meeting room. The Library is considering removing a wall to restore additional space, which could help accommodate increasing program attendance.

Director Farkas noted that shelving could also be reconfigured to create additional floor space. The Library will move away from the previous curved, moon-shaped shelving design in favor of straighter configurations. She stated that the Library looks forward to receiving feedback from the community as planning progresses.

Trustee Halvangis asked whether the Library is experiencing a shortage of shelvers. Farkas explained that an employee recently moved to another position, and the Library has asked the shelving staff to review the need for and purpose of the position before determining whether it should be filled.

Trustee Burke noted that pages 80–82 do not include a comparison to the prior fiscal year and asked whether that information could be added.

Director Farkas confirmed that prior-year comparisons can be added to the report.

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

Committee Reports

1. **Policy Committee:** Review current public policies for the Library (Chair: Burke, Bartlett and Yu, Staff Liaison – Julie Farkas)
   - Meeting held: No meeting held; Edits to Circulation Policy through email (3rd review) 91-99

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Dooley, Halvangis, Sturing, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
   - Meeting will be held: 8/5/26 99-101

3. **HR/Finance Ad-hoc Committee: Committee approved on July 9, 2026 by Library Board**
   - Meeting held on: July 23, 2026 102

4. **Building & Grounds Committee:** Review Building, Grounds and IT infrastructure needs (Chair: Sturing, Halvangis, Yu (Staff Liaison – Julie Farkas, Maryann Zurmehlen and Jeff Smith)
   - Meeting held: No meeting held 102-106

5. **Finance Committee:** Financial assessment, review and planning for the Library (Chair: Bartlett, Burke, Czekaj; Staff Liaisons – Julie Farkas)
   - Meeting held: No meeting held ....N/A

6. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities (Chair: Dooley, Burke, Yu; Staff Liaisons – Julie Farkas and Dana VanOast)
   - Meeting held: No meeting held 106

7. **Strategic Planning Committee:** (Chair: Bartlett, Czekaj, Staff Liaisons – Julie Farkas and Lori Lowery)
   - Meeting held on: July 1, 2026 107-113

8. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
   - Information sent to the committee via email on 8/6/26 to review Student Representative section of the bylaws………………………………………………114-119

9. **DEI: Diversity, Equity and Inclusion Committee** (Chair: Halvangis, Dooley (Staff Liaison – Julie Farkas)
   - Meeting held: No meeting held 120-132

Trustee Halvangis, speaking on behalf of the DEI committee brought the Board's attention to the increase in book challenges and noted that numerous unique titles were challenged in 2025, reflecting a significant increase in challenges affecting public libraries.

The DEI committee is proposing a challenge for Board members to each read a banned or challenged book in recognition of Banned Books Week, October 4–10. Board members would then have an opportunity to discuss the books they read and share their impressions. The Board discussed considering the overall purpose of the activity and identifying the intended audience.

Director Farkas stated that she thought the challenge would be a fun opportunity for Board members, noting that many books are currently being challenged and that public libraries encounter these issues regularly. She suggested that the challenge could encourage Board members to explore a new subject or genre they might not otherwise read. Director Farkas also proposed creating a display featuring the titles read by Board members and Library staff.

Trustee Halvangis pointed out that the NPL iCube was highlighted in a magazine about accessibility and inclusion.

Trustee Burke asked about the Building and Grounds Committee's previous discussion regarding the Lakeshore Lending Committee and the Library's maintenance contract.

Burke noted that the amount discussed represents the cost the Library would have incurred if it had been charged for the services. The estimated amount is significantly less than $20,000, which is the amount Director Farkas had budgeted. However, the Library has not yet received the official figure from the maintenance company.

The current five-year maintenance contract will expire next year, at which time the Library will need to determine whether to renew or make changes to the maintenance agreement.

Matters for Library Board Action

1. Trustee Yu recommends approval for the Library Board Student Representative Volunteer Application…………………………………………………………………………………………20-22

Motion: To approve the Library Board Student Representative Volunteer Application
Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Dooley

Motion passes – 7-0

Trustee Yu explained that, following the City's decision to discontinue its application process, the Library adapted the City's youth application and made modifications specific to the Library's student representative position.

Yu stated that the application allows students to identify their interests and passions as part of the application process. The Library intentionally kept the requirements flexible to encourage students to become active participants in the Library's Teen Advisory Board and Teen Space. The student representative would be expected to attend teen programming, participate in the Teen Advisory Board, and assist with promoting Library programs.

The student representative will serve a two-year term, running from September through August. The Library plans to select one student representative.

Trustee Dooley asked how the position would be advertised and whether applications could be submitted both electronically and in person.

Trustee Yu stated that information about the opportunity will be promoted through the Teen Space and Teen Advisory Board, as well as through the Library's social media and website. Yu noted that the goal was to have the application available before students began regularly visiting the Library for the school year.

Trustee Burke asked how the student representative would be selected.

Director Farkas stated that Trustee Yu, Director Farkas, and Teen Space staff would participate in reviewing the applications and selecting the student representative.

2. Policy Committee recommends approval for Circulation Policy 92-99

Motion: To approve the Policy Committee recommends approval for Circulation Policy

Motion for Approval – 1st – Trustee Burke
2nd – Trustee Dooley

Motion passes – 7-0

Trustee Burke stated that this is the third draft of the policy and noted that the Board has had an opportunity to discuss the matter before. She noted that a patron who is asked to pay the replacement costs has had the materials for approximately 12 weeks. The Policy Committee is recommending approval of the policy.

Trustee Dooley noted that the update on page 98 helps clarify the process.

3. Strategic Planning Committee recommends approval of Strategic Planning Update 2025-2026 and Patron Survey Results..108-113

Motion: To approve the strategic planning update 2025-2026 and the patron survey results
Motion for Approval – 1st – Trustee Czekaj
2nd – Trustee Bartlett

Motion passes – 7-0

Trustee Bartlett stated that Board members were contacted to provide their updates and that the information presented is a compilation of those responses in its final form.

4. Bylaw Committee recommends approval for changes regarding Student Representatives
. ...114-119

Motion: To approve the Bylaw Committee recommendations for changes regarding Student Representatives
Motion for Approval – 1st – Trustee Yu
2nd – Trustee Czekaj

Trustee Bartlett expressed concern about the provision regarding excessive unexcused absenteeism, noting that the language applies only to the student representative position. He expressed concern that the provision may be too restrictive, particularly because this may be many students' first opportunity to participate in civic responsibilities. Members felt that the policy should encourage participation without being overly punitive.

Trustee Burke agreed that the provision appeared too heavy-handed.

Director Farkas explained that attendance issues had been a concern with the former Youth Council. She noted; however, that the Library's student representatives have historically been diligent and attentive participants.

Trustee Yu and Trustee Czekaj as motion makers agreed to the amendment as presented.

Trustee Burke recommended removing and striking the final sentence of the provision. He proposed revising the first sentence to read that the Library Board, through the Library Director, may appoint one or more student representatives through an application process to attend all open meetings of the Library Board.

Trustee Czekaj expressed concern about removing the student representative and updating the language to allow the Library Director to appoint or remove a student representative.

Trustee Yu recommended changing the reference from "years" to "terms" in the policy.

Trustee Yu and Trustee Czekaj as motion makers again agreed to the amendment as presented.

Motion: To approve the friendly amendment to the Bylaw Committee's recommendation for changes regarding Student Representatives, including the removal of the sentence in Section 7 regarding excessive unexcused absenteeism resulting in termination of the volunteer opportunity. The first sentence will be revised to state that the Library Board, through the Library Director, may appoint or remove one or more student representatives through an application process to attend all open meetings of the Library Board. The word "terms" will be changed to "years," with corresponding grammatical changes.

Motion for Approval – 1st – Trustee Yu
2nd – Trustee Czekaj

Motion passes – 7-0

The Board agreed to bring the revised final draft back for consideration at the next meeting after incorporating the proposed changes.

Communications

1. Email from Renee Pall Re: Library Visit 133

Trustee Sturing shared a note of appreciation received from a Library patron and expressed that it was nice to receive positive feedback from the community.

Closed Session

1. None

New Business

Adjournment

Motion: To adjourn at 8:56
Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Sturing

Motion passes – 7-0

Supplemental Information

- Library Board Calendar 2026 & 2027 95
- Library Closings 2026 & 2027 96

2026 Future Events:

- 8/12: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 8/13: Library Board of Trustees Regular Meeting at 7pm, City of Novi
- 8/14: Library CLOSED – Staff Professional Development Day
- 8/19: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- 9/1 – 9/30: Library Card Sign-up Month
- 9/5 – 9/7 Library CLOSED – Labor Day Weekend
- 9/9: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- 9/10: Library Board of Trustee Regular Meeting at 7pm, City of Novi
- 9/16: City of Novi Historical Commission Meeting, 7pm, Novi Public Library
- 9/20: Library Open House: 2-4pm

The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated. The Board and staff are dedicated to promoting diversity, equity and inclusion in order to create a comfortable, safe and supportive library environment for all. DEI Statement (Approved November 20, 2024)

Cultivate Learning. Inspire Creativity. Foster Inclusivity.
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
http://www.novilibrary.org

Karla S. Halvangis

September 10, 2026

Karla Halvangis, Secretary | Date