



## NOVI HISTORICAL COMMISSION

### APRIL Minutes

Wednesday, April 16, 2025

Novi Library Local History Room

**CALL TO ORDER:** 7:08 p.m.

**ATTENDANCE:** Kim Nice, Sharon Larson, Debbie Wrobel, Kathy Crawford, Kelly Kasper, Randy Van Wagnen

**ABSENT:** Dan Pierce

**INTRODUCTION OF GUESTS:** Rae Manela (Library Liaison)

**APPROVAL OF AGENDA:** APPROVED w/ amendment

**APPROVAL OF MARCH MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year				
	BUDGET	EXPENDITURES Thru April 16, 2025		
Display Cabinet Exhibit	\$ 500.00	\$ (293.32)		
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ (132.93)		
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,000.00	\$ (13,941.21)		
Program/Speaker Fees	\$ 1,200.00	\$ (1,483.94)		
Storage Unit	\$ 2,750.00	\$ (2,400.00)		
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ (400.00)		
Conference/Continuing Education	\$ 1,000.00	\$ (652.81)		
Legal Fees	\$ 500.00	\$ -		
Special Project Items				
Betty Lang Internships		\$ (3,000.00)		
Oral Histories		\$ -		
City/Community Events		\$ (53.70)		
Photography		\$ -		
Special Project Totals	\$ 3,000.00	\$ (3,053.70)		
<b>TOTAL:</b>	<b>\$ 23,850.00</b>	<b>\$ (22,357.91)</b>		<b>\$ 1,492.09</b>
Equitable Projects				
Villa Barr Book Sales YTD				
Wreaths Across Novi Project	\$ 2,196.16	\$ 2,600.00		

**Treasurer's Report:** APPROVED – Expenses last month were for conference and speaker fees and the new library intern. The Commission has almost \$1,500 remaining in its 2024/25 budget.

Upcoming expenses include the Andria Doria speaker, Local History Room supplies and items needed for the Novi Community Fest. The storage unit bill will be due in July.

### **LIBRARY LIAISON REPORT:**

**Local History Room Organization:** Rae walked the Commissioners through the new materials and resources for finding information in the filing cabinet and room. There is a vertical file that provides a general list of what is in each drawer inside the history room. There is also a map finder. The reference book information on the books on the shelves was also updated. Instructions for using history room equipment (computer, scanner, etc.) is listed inside a book.

**Document Donation Day:** The next document donation day will Saturday, May 3 at the Novi Public Library from 2 – 4 p.m. Kim Nice and Kathy Crawford will attend from the Commission.

**Library Staffing Update:** Rae shared with the Commission that she was promoted to Supervisor of Adult Services and Librarians. She will continue to serve as the liaison to the Novi Historical Commission.

**Library Intern:** Jillian, the library intern supporting the Novi Historical Commission, has been doing a great job and will be presenting her work at the May Historical Commission Meeting. As part of her internship, she put together a digitization process for the Novi Historical Commission.

**History Room Office Hours:**

Monday, April 21 (6 – 8 p.m.): Kelly Kasper and Dan Pierce

Monday, May 5 (10:30 a.m. – 12:30 p.m.): Sharon Larson and Debbie Wrobel

Monday, May 19 (6 – 8 p.m.): Kelly Kasper and Randy Van Wagnen

Monday, June 2 (10:30 a.m. – 12:30 p.m.): Kim Nice and Debbie Wrobel

Monday, June 16 (6 – 8 p.m.): Kim Nice

**DISCUSSION ITEMS:**

**Expenses:** Julie Farkas from the Novi Public Library has been receiving expense reports from NHC Commissioners that are unsigned. She asked Kim to remind the commission to have all expense reports signed by the Chair, Vice Chair, Treasurer or Library Liaison (Rae). Sharon will add a line for the needed signature to the check request form. Rae also asked that we check the Commission by-laws to confirm who should sign the expense reports.

**Novi Community Fest:** The annual Novi Community Fest will take place on Thursday, June 5 from 4 – 8 p.m. at the Novi Community Center. Kim, Debbie and Sue plan on doing something for the Commission's booth around the Novi Special. A meeting is being set up to discuss the ideas for the event with Randy.

**By-Laws:** Kim emailed a copy of the novi Historical Commission by-laws to each commissioner to review. She is asking for any feedback by the August meeting.

**City of Novi Podcast:** Kathy Crawford is working with the City of Novi to do two podcasts. The topics will be on the Walled Lake Amusement Park and the City's cemeteries. Target date of the podcasts is the week of May 12.

**DYK Project:** Sharon pulled together a list of facts and dates and shared them with Dan to review. Once images are identified, they will be provided to Kim for posting on the Commission's Facebook page.

**Fox Run Presentation Update:** Kathy Crawford gave a presentation on "What's in a Name?" to Fox Run residents. Kathy said the presentation was a lot of fun and the interest level was high. There were lots of questions, so the program ran longer than expected. She was asked to come back and present again. Right now, the Commission is planning to present the miniature project to Fox Club residents in November.

**America250MI:** Kim provided a flyer from the History Conference for a grant that she would like to apply for in the Fall. It would be for \$2500 and possibly be used for Novi's cemeteries.

**Speaker's Series:** The Fall speakers are in place. Ideas for future programs include America at 250 years, Faygo, Michigan Oil & Gas, Ernie Harwell, and Benjamin Franklin.

**Miniature Project:** Progress continues to be made on the miniature project. The next meetings are scheduled for Noon – 3 p.m. on April 25 and May 9.

**Volunteer Offer from Fox Run:** Susan Pomerantz from Fox Run has a lot of experience in history research and archiving items. The Commission is looking at ways to use her as a volunteer. Rae said she could use the iCube or the IT area for any work once she completes a background check.

### **ONGOING PROJECTS:**

**Villa Barr Books:** The Novi Public Library has Villa Barr books for sale and a flyer is posted inside the library letting people know.

**Novi Public Library 65<sup>th</sup> Anniversary Event:** No new update on the event, but the Commission plans on participating in a meaningful way.

### **NEW BUSINESS:**

**Library Request:** The library is asking for help with identifying Commissioners when they show up to ask for access to the Local History Room. Please bring your name badges. Maybe a sheet can be provided with names and images of each Commissioner.

**PUBLIC COMMENT:** NONE

**NEXT MEETING:** May 21, 2025 at 7 p.m.

**ADJOURN:** 8:30 p.m.