



**Library Board of Trustees – Regular Meeting  
Final Draft – MINUTES  
December 19, 2024, 7 PM  
Novi Public Library, Board Room**

**Final Draft**

**Call to Order by President Mark Sturing**

Novi Public Library, Board Room  
Called to order by President Mark Sturing at 7:02 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Kat Dooley**

**Library Board – 6 board members were recorded present**

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Brian Bartlett, Treasurer
- Kat Dooley, Secretary
- Lori Burke, Board Member
- Ajeeta Gawalapu, Board Member – absent, excused
- Karla Halvangis, Board Member

**Student Representatives**

- Alexandra DeMore – absent, excused
- Alyna Dohadwala – absent, excused

**Library Staff**

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

**Approval of Agenda.....1-4**

**Motion:** To approve the Agenda as presented  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Halvangis

**Motion passes – 6-0**

**Consent Agenda**

- 1. Approve Minutes of: November 21, 2024 Regular Board Meeting.....5-11
- 2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#645).....12-14

**Motion:** To approve the Consent Agenda as presented

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

2<sup>nd</sup> – Trustee Burke

**Motion passes – 6-0**

**Presentations**

No Presentations

**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 – November 2024.....15-17
- 2. President's Report (Mark Sturing) – MLA Legislative Update.....18-19
  - A. City of Novi Long Range/Community Plan Update.....20-21
  - B. 2023-2024 Annual Report.....22-23
  - C. 2024-2025 Board Committee Assignments.....24

Trustee Sturing: Attended the City of Novi employee appreciation night. He and Julie will attend the City of Novi's Council Workshop #1 on January 21 for long range community planning, which will be a chance to talk about the Library's priorities moving forward. Highlighted the Annual Report and noted that the Library has a lot to be proud of this year.

Director Farkas: The Library will present the Annual Report at the January City Council meeting, which is being held at Fox Run. We will put some large posters highlighting the Annual Report around the Library.

Trustee Sturing: Terms are up next year for Trustees Sturing and Bartlett, so they will interview for reappointment with City Council early in 2025.

Trustee Crawford: Attended City of Novi employee appreciation night and Library's Pop-Up Market. Was asked to speak to a youth robotics team at the Library. All three members of the Historical Commission who were up for reappointment have been reappointed. Noted that the Friends of the Library Book Nook is selling small gift baskets for the holidays. Offered to collect and compile all of the Board Members' forms for Director Farkas' mid-year review in January.

Director Farkas: Will get evaluation forms for her mid-year review to Board Members no later than December 29. They need to be turned in to Trustee Crawford by January 6.

- 3. Treasurer's Report (Brian Bartlett)
  - A. 2024-2025 Library Budget Fund 271.....25-27
  - B. 2024-2025 Contributed Fund Budget 272.....28
  - C. Financial Report November 2024.....29
  - D. Library Fund 271 Expenditure & Revenue Report as of November 21, 2024.....30-32
  - E. Library Fund 272 Contributed Fund as of November 21, 2024.....33
  - F. Balance Sheets for Funds 271 and 272 as of November 21, 2024.....34-35

Trustee Bartlett: Nothing out of the ordinary to report. The Finance Committee met in preparation of the board's budget session next month. They are getting numbers from the City of Novi for next year's budget.

Trustee Burke: Pointed out a typo on page 25. Line 665 should read "Interest on investments" not "Interest in investments."

Director Farkas will fix the typo.

4. Director's Report (Julie Farkas).....	36-43
A. Information Technology Report (Jeffrey Smith).....	44-47
B. Facilities Report (Keith Perfect).....	47
C. Information Services Report (No Dept. Head at the Time).....	48-52
D. Marketing and Community Promotion (Dana VanOast).....	53-54
E. Support Services Report (Sarah Mominee).....	55-56
F. Library Usage Statistics.....	57-65
G. Friends of Novi Library – December 2024 Newsletter .....	66
H. City of Novi Historical Commission – Minutes 10/16/24.....	67-69

Director Farkas: Discussed the new single user booth that the Library is trialing until February, provided by funds from the Friends of the Library. We are testing to see how much use it gets. There is a survey for users to give feedback. If there is want and need, we might budget for a few more. If not, we can return this one for a full refund. Trying to give single users a place to go so we can make study rooms for 2+ people. The single user booth, like the study rooms, is first-come first-served and there is no time limit because it is difficult to dedicate the staff time to policing them. The single user booths are \$7,000 each.

### 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.*

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No Public Comment

### Committee Reports

- Policy Committee:** Review current public policies for the Library
  - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  - Updates to Public Policies based on staff committee review.....70-76
- HR Committee:** Review HR Policies for the Library, Director review & goals
  - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
  - No Meeting Held.....N/A
  - Director's Mid-Year Review – January 9, 2025 – Director has requested a Closed Session
  - Updates to HR Policies based on staff committee review.....77-113
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
  - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
  - Meeting Held on 12/12/24.....114-118

Discussion about setting up a meeting for the Finance Committee with City of Novi Finance Director, Carl Johnson, which the Committee thinks would be helpful in getting some better clarification on questions. Director Farkas is going to reach out to coordinate.

Trustee Burke: Wondered if the Historical Commission is under the Library's purview, and if so, would like a more detailed budget than what is included in their monthly minutes.

Director Farkas: No, the Historical Commission has their own funding from the City. But Library Board Members will get a more detailed budget for the Historical Commission included in the budget session materials in January.

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - No Meeting Held.....N/A
5. **Strategic Planning Committee:**
  - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
  - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
  - 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: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A

### Matters for Library Board Action

Trustee Sturing: Since there are so many, and most have very minimal changes, would like to treat Matters for Library Board Action like a Consent Agenda, where Board Members have the opportunity to pull items out for discussion and anything not pulled out can be batch-approved.

Trustees agree and pull out items 3, 9, 13, 14, 19 and 21 for discussion.

**Motion:** to approve the revisions to the policies in items 1, 2, 4, 5, 6, 7, 8, 10, 11, 12, 15, 16, 17, 18 and 20  
Motion to Approve – 1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Bartlett

1. Revision to Public Policy: Alcohol.....71-72

Trustee Burke: Asked if the Library previously had an alcohol policy.

Director Farkas: Yes, the Library always follows the City of Novi's alcohol policy. The City had not told us they changed theirs, so we are updating ours now to match their new policy. The City told us this is what we should be using.

Trustee Burke: Then does not want to pull this policy out for a separate vote.

2. Revision to Public Policy: Unattended Child/Children.....73-74
4. Revision to HR Policy: Dress Code.....78-79
5. Revision to HR Policy: Funeral/Bereavement Leave.....79
6. Revision to HR Policy: Information Security.....80
7. Revision to HR Policy: Information Technology Usage.....81-85

8. Revision to HR Policy: Introductory Period and Benefit Eligibility.....	86
10. Revision to HR Policy: Payroll.....	88
11. Revision to HR Policy: Personal Business Time.....	89-90
12. Revision to HR Policy: Personnel Files and Release of Information.....	91-92
15. Revision to HR Policy: Safety, Injuries and Workers' Disability Compensation Insurance.....	100-101
16. Revision to HR Policy: Selection and Separation.....	102-105
17. Revision to HR Policy: Sick Time.....	106-107
18. Revision to HR Policy: Social Media.....	108-109

Trustee Halvangis: Pointed out a typo in the first line of page 108. It should read "This policy does not prohibit employees from engaging in social media activity, nor prohibit any other activity that is protected by the National Labor Relations Act."

Director Farkas will fix the typo.

20. Revision to HR Policy: Vacation.....	111-113
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**Motion Passes – 6-0**

3. Revision to Public Policy: Volunteer.....	75-76
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**Motion:** to approve the revisions to Public Policy: Volunteer  
 Motion to Approve – 1<sup>st</sup> – Trustee Crawford  
 2<sup>nd</sup> – Trustee Halvangis

Trustee Bartlett: Question about the last bullet point on page 75. Seems unclear if background checks are mandatory and wondered what an "acceptable background check" means.

Director Farkas: We require a background check for all categories of volunteers. We use our discretion based on what comes back on the background check and what activities the volunteer would be doing to determine what is acceptable.

Trustee Bartlett: Proposed changing the sentence to "All volunteers are required to have a background check prior to starting their volunteer commitment."

Trustees Crawford and Halvangis agreed to accept this amendment into their motion.

**Motion Passes – 6-0**

9. Revision to HR Policy: Jury Duty.....	87
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**Motion:** to approve the revisions to HR Policy: Jury Duty  
 Motion to Approve – 1<sup>st</sup> – Trustee Crawford  
 2<sup>nd</sup> – Trustee Burke

Trustee Sturing: Would like clarification about the sentence highlighted in yellow. Does not think it makes sense as it currently reads.

Director Farkas: Explained that they are trying to make sure employees know that if they are only at jury duty for part of the day, then they still have to come to work for the rest of their day.

Trustee Sturing: Proposed changing the sentence to "If the employee is excused from jury duty early or is not called to serve, the employee will be required to work the remainder of their normally scheduled hours or use benefit time to cover the missed hours, with reasonable travel time provided."

Trustees Crawford and Burke agreed to accept this amendment into their motion.

**Motion Passes – 6-0**

13. HR Policy: Remote Work (1<sup>st</sup> Reading based on complete revision).....93-97

Director Farkas: This policy received a major overhaul, so this is just a first draft. It does not need to be approved tonight.

**Motion:** to approve the revisions to HR Policy: Remote Work  
Motion to Approve – 1<sup>st</sup> – Trustee Halvangis  
2<sup>nd</sup> – Trustee Crawford

Trustee Burke: Had questions about the sections on work-related injuries and worker's compensation when someone is working from home.

Director Farkas: Will get more clarity from the City of Novi about this.

Discussion about traveling to an offsite work event and if there is any difference in policy if you travel to the event from the Library or from home.

Discussion about the limited amount of remote work available to Library employees and if the policy adequately conveys this.

Discussion about internet security, equipment available to staff and how to ensure staff members are meeting the Library's security standards when working remotely.

Trustees Halvangis and Crawford agreed to table their motion until the January meeting.

**No Vote**

14. Revision to HR Policy: Rules of Conduct.....98-99

**Motion:** to approve the revisions to HR Policy: Rules of Conduct  
Motion to Approve – 1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Crawford

Trustee Sturing: Questioned the bullet point about photographing due to the security cameras that are used throughout the building. Proposed changing the sentence to "Photographing another individual without their permission while on duty, excluding standard security monitoring."

Trustee Bartlett: Wondered about the recent staff concerns regarding inappropriate language and if the language was derogatory.

Director Farkas: Explained that they have gotten some anonymous comments from staff members who felt uncomfortable with language being used. It was not derogatory, rather words that have become more commonplace in everyday language but are still inappropriate for a professional setting.

Trustees Dooley and Crawford agreed to accept Trustee Sturing's amendment into their motion.

**Motion Passes – 6-0**

19. Revision to HR Policy: Travel and Other Expense Reimbursement.....110

**Motion:** to approve the revisions to HR Policy: Travel and Other Expense Reimbursement  
Motion to Approve – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Bartlett

Trustee Sturing: Thinks they should remove "so they do not show on Library receipts" from the sentence highlighted in yellow because it is unnecessary.

Discussion about how the Library defines "per diem." The per diem is the maximum that can be spent per meal and the Library must receive receipts to reimburse the employee, they are not just given the full per diem amount ahead of time.

Proposed changing the lines highlighted in yellow to "Alcoholic drinks are not covered by the Library and should not be on any submitted expenses."

Trustee Sturing: Proposed changing the third sentence of the first paragraph to "The meal allowance for out-of-town travel is determined by the IRS regulations pertaining to the maximum per diem which indicates a flat rate per day allowed for meals and incidentals for out-of-town travel."

Trustees Crawford and Bartlett agreed to accept these amendments into their motion.

**Motion Passes – 6-0**

21. Revision to Public Policy: Financial.....115-118

**Motion:** to approve the revisions to Public Policy: Financial  
Motion to Approve – 1<sup>st</sup> – Trustee Bartlett  
2<sup>nd</sup> – Trustee Burke

Trustee Bartlett: This policy was discussed at length in committee. The primary item being changed is under General Fund. The City requires that the reserve be maintained at a target minimum of 28%, so we included that language. The Library is well above this amount.

Trustee Halvangis: Proposed changing the second sentence on page 116 to "The Library Board of Trustees serves as fiduciary manager and is responsible for giving library administration direction and determining the right balance between expenditures and service levels."

Trustees Bartlett and Burke agreed to accept this amendment into their motion.

**Motion Passes – 6-0**

**Communications**

1. Thank you email from Tim Laundra, Re: Pop Up Market.....120

**Closed Session**

No Closed Session

**Adjournment**

**Motion:** to adjourn at 8:45 PM  
**Motion Passes – 6-0**

**Supplemental Information**

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- Library Closings 2024.....123
- Library Closings 2025.....124

**2024/2025 Future Events:**

- **12/23/24: Library CLOSED at 5pm**
- **12/24/24: Library CLOSED Christmas Eve**
- **12/25/24: Library CLOSED Christmas Day**
- **12/31/24: Library CLOSED New Year's Eve**
- **1/1/25: Library CLOSED New Year's Day**
- Friends of Novi Public Library – No Meeting in January 2025
- **1/9/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 1/15/25: Novi Historical Commission Meeting, 7pm, Novi Public Library – Local History Room
- **1/18/25: Library Board Budget Session, 10am, Novi Public Library – Board Room**
- 1/18/25: MLK Celebration Concert, 2-4pm, Novi Public Library – Whole Meeting Room
- **2/6/25: Library Board Budget Session, 6pm, Novi Public Library – Board Room**
- **2/13/25: Library Board of Trustees Meeting, 7pm, City of Novi – Council Chambers (25/26 BUDGET APPROVAL)**



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Kat Dooley, Secretary

January 9, 2025

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Date