



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
October 27, 2022, 7 PM
City of Novi – City Council Chambers**

Final Draft

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
- Tara Michener, Board Member
- Mark Sturing, Board Member
- Sreeny Cherukuri, Treasurer (Arrived – 7:14 pm)
- Priya Gurumurthy, Board Member (Absent Excused)

Student Representatives

- Abhay Kakarla
- Rida Salim

Library Staff

- Julie Farkas, Director

Legal Counsel

- Debra Walling, Attorney
- Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

Motion: To Approve the Agenda as documented in the board packet.
Motion for Approval – 1st – Trustee Sturing
2nd – Trustee Dooley

Motion passes – 5-0

Consent Agenda

1. Approve Minutes of: September 22, 20225-12
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#619).....13-14

Motion: To Approve the Consent agenda as documented.
 Motion for Approval – 1st – Trustee Sturing
 2nd – 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.

Sharon Trumpy -

Discussed the Collection Policy and the importance of the Library Board recognizing the First Amendment of the Constitution as it relates to the policy.

Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – September 2022.....	15-16
2. President's Report (Kathy Crawford)	
A. Tara Michener – New Jersey Library Virtual Trustee Institute.....	16
Trustee Michener summarized a recent presentation to the New Jersey Library regarding policies and directions of libraries and the need to embrace DEI initiatives going forward.	
B. 2022/2023 Library Board Goals.....	17-19
3. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report September 2022.....	20
B. 2021-2022 Library Budget Fund 268.....	21-23
C. 2021-2022 Contributed Fund Budget 269.....	24
D. Library Fund 268 Expenditure & Revenue Report as of September 30, 2022	25-27
E. Library Fund 269 Contributed Fund as of September 30, 2022	28
F. Balance Sheets for Funds 268 and 269 as of September 30, 2022.....	29-30
4. Director's Report (Julie Farkas)	31-41
A. Information Technology Report	42
B. Facilities Report.....	43-44
C. Information Services Report	45-49
D. Support Services Report	49-50
E. Library Usage Statistics.....	51-58
F. Friends of Novi Library: 9/14/22/Minutes, October 2022 Newsletter.....	59-64
G. City of Novi Historical Commission 8/17/22 Minutes	65-67

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Sharon Trumpy -

Discussed the Collection Policy, ALA and the importance of the Library Board recognizing the First Amendment of the Constitution as it relates to the policy.

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
· Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
· **GOALS 2022-2023:**
 1. Continued review of public policies
 - Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies, Food Policy
 - Meeting held on: October 21, 2022 to further discuss the Food In the Library Policy.....68-69

3. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
· Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate, and Kirsten Malzahn.
 - Staff is currently reviewing: Communication Device Policy
 - Meeting held on: September 8, 2022 to go over the Communication Device Policy before staff review; begin planning a board retreat for spring 2023 (Director Farkas is looking into a potential speaker); Finance Committee requested a benefits comparison which HR will also review. Director Farkas is compiling the data. A first draft of a new Organizational Chart was reviewed.
 - Next meeting: October 24, 2022
 - Meeting scheduled for: August 22, 2022**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 Liaisons – Julie Farkas and Barbara Cook)
 - Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7 to discuss their Trust and how it is managed.
 - Committee has requested a review of current and competitive benefits by similar libraries. Director Farkas is compiling the information. This will be shared with HR Committee as well.
 - Next meeting: TBD**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 and Dana Brataniec)
 · Meeting held: October 12, 2022.....70

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).
 · Kickoff meeting held October 25, 2022 with ReThinking Library and library staff. Summary of meeting presented at board meeting (addendum to the minutes)
 · Meetings held October 26, 2022 reviewing ReThinking Library Session
 · Board input session scheduled for February 9, 2023

6. Building & Grounds Committee:

(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 · Meeting held: October 5, 2022.....71-72

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: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 · Meeting scheduled for: November 15, 2022

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, Michener, Gurumurthy, Staff Liaisons – Julie Farkas and Nicole Williams)
 · Meeting held: October 17, 2022.....73-108

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

Policy Discussion

The board discussed the Collection Development Policy

Director Farkas: Discussed the examination and staff involvement in updating the policy over the past year. It has been a long-term on-going issue.

Trustee Dooley: Reviewed DEI's examination of the policy, suggested involvement of the Policy Committee. She also referenced the memo sent to the board by Trustee Cherukuri.

Trustee Cherukuri: Went through the memo, discussing it with Director Farkas and other board members.

Trustee Michener: Discussed the need to be on par with other libraries as far as policies and support of other organizations. Also reviewed issues and language used in the email. Feels the freedom to read is critical to the library and read the freedom to read statement.

Trustee Crawford: Feels policy needs to be reviewed by both the DEI Committee and the Policy Committee to develop a recommendation to the board.

Matters for Library Board Action

1. Approve Food in the Library Policy68-69

Trustee Sturing: Policy committee met to change some of the language. It allows the library some flexibility with library events to allow for food.

Director Farkas: Wanted to note that the word handicap to designate parking areas in the policy has been changed to accessible.

Trustee Dooley: Thanked the Policy Committee for the work on the policy in handling the issues brought up in the last meeting.

Trustee Michener: Noted the committee hadn't seen the policy. Believes this policy accommodates library clients and the needs of the staff.

Trustee Crawford: Thanks the committee and library staff for their work on the policy.

Motion: To approve the Food in the Library Policy

Motion- Trustee Sturing
2nd- Trustee Bartlett

Motion Passes – 6-0

Adjournment

Motion: Motion to Adjourn at 9:15 PM
Motion- Trustee Michener
2nd- Trustee Cherukuri

Motion Passes – 6-0

Communications

1. 9/24/22: Thank you letter from The Goddard School of Novi.....109-110
2. 10/4/22: Thank you email from Jason Simpson.....111
3. 10/14/22: Thank you letter from ABWA.....112-113

Supplemental Information

- Library Board Calendar 2022 and 2023..... 107-108

2022 Future Events:

- 11/8: Election Day – Library Open (Polling location for precinct 18)
- 11/9: Friends of Novi Library Regular Meeting at 2pm, Novi Public Library

- **11/16 (Wednesday): Library Board of Trustees Regular Meeting at 7pm, City of Novi**
- **11/23: Library Closes at 5pm**
- **11/24 Library Closed - Thanksgiving Holiday**
- **11/25: Library Closed**
- Friends of Novi Library – No meeting in December
- **12/21 (Wednesday): Library Board of Trustees Regular Meeting at 7pm, City of Novi**
- **12/23: Library Closed**
- **12/24 – 12/25: Library Closed – Christmas Holidays**
- **12/30: Library Closed**
- **12/31/2022 – 1/1/2023: Library Closed – New Year Holidays**



November 16, 2022

Brian Bartlett, Secretary

Date