



## Meeting Minutes

Novi Public Library Board of Trustees

Thursday, December 11, 2025

at 7:00 p.m.

Location: City of Novi, 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

### Pledge of Allegiance

The Pledge of Allegiance was recited.

### Roll Call by Secretary, Karla Halvangis

#### Library Board – 7 board members were recorded present

Mark Sturing, President

Kat Dooley, Vice-President

Brian Bartlett, Treasurer

Karla Halvangis, Secretary

Lori Burke, Board Member

Kathy Crawford, Board Member

Ajeeta Gawalapu, Board Member

#### Student Representatives

Positions not filled at this time

#### Library Staff

Julie Farkas, Director

**Approval of Agenda** ..... 1-3

### Motion to approve

Trustee Dooley: Proposed adding Dana VanOast under presentations to present the Annual Report to the Board.

**Motion:** To approve the Agenda with proposed amendment

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

2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 7-0**

### Consent Agenda

1. Approve Minutes of: November 13, 2025 –Regular Board Meeting ..... 4-12
2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#657) ..... 13-16

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

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

2<sup>nd</sup> – Trustee Crawford

**Motion passes – 7-0**

## **Presentations**

1. Dana VanOast: Novi Public Library Annual Report ..... N/A

Dana VanOast: Ms. VanOast remarked that this is her 7<sup>th</sup> annual report presentation. Expressed her appreciation for having the opportunity to put together all of the statistics, pictures, and accomplishments to showcase the impact our library has on our community. Marked first full year of working toward the goals outlined in the Strategic Plan. Presented digital report. Pointed out President Sturing's letter and the "Impact on the Community" graphic. Highlighted accomplishments from the '24-'25 fiscal year including usage, events, technology, facilities, outreach, and staffing. Usage and participation are up. Thanked The Friends for their contributions. Directed attention to the link to the Strategic Plan that is available online.

Celebrated 65<sup>th</sup> Anniversary in October – currently working to raise funding toward our goal of \$65,000 to help with the youth area renovations (as of 10/9, a little over \$51,000 raised already) – and are looking forward to some projects for upgrades to the building including a new materials handling machine and front doors. There is a link to the fundraising video and a link where residents can donate. Thanked sponsors and donors for their generous donations. Reemphasized the contributions from The Friends.

Going forward, she is working on telling NPL's impact story with a "Your Library, Your Story" campaign. Highlighted a couple of positive comments from social media regarding our services and programming.

Pointed out the financial graphics that illustrate how we've utilized our funding.

Thanked the Board and the Director for their ongoing leadership and support, and the staff for their dedication, creativity, and hard work, as well as community members for their support and patronage, helping our library become stronger and more essential for our community with every interaction.

The Board members thanked Dana.

Trustee Sturing: Thanked Dana for putting the information together in a colorful, dramatic handout.

Trustee Burke: Echoed Mark's sentiment and acknowledged Dana's hard work as part of the committee.

Ms. VanOast: Thanked Trustee Dooley and Trustee Burke for their help reviewing everything over the course of a couple months.

Director Farkas: Dana will be presenting the report at Monday's city council meeting on Dec. 15. She and Trustee Sturing will be at the meeting to support her. Invited trustees to join if they are interested.

## **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 – No Report..... 17

Director Farkas: Still seeing great numbers in teen space even though it's heading into the holidays.

2. President's Report (Mark Sturing)
  - A. 12/4/25: Memo to Mayor Fischer and Novi City Council RE: Novi Library Future Finances ..... 18-20
  - B. Budget Meetings: Saturday, January 17<sup>th</sup> 10am-2pm; Thursday, February 5<sup>th</sup> 5-8pm
  - C. 2025-2026 Board Committee Assignments..... 21

Trustee Sturing: Pointed out the memo that has been delivered to City Council for Monday's meeting.

Director Farkas: Indicated that the information has already been presented to city council members. Monday will be about addressing the annual report, but she will be happy to answer any questions that council members may have. She is hoping the information in the memo will help start the conversation that will continue into January and February around budgeting.

Trustee Sturing: Reminded of budget meeting dates. Notified the Board that he will not be in attendance for the second meeting. Acknowledged and showed appreciation for Trustee Gawalapu's service as a library board member and specifically as the chair of\... the Building and Grounds Committee. She decided not to run again, and her last meeting will be tonight.

Trustee Crawford: Historical Commission presented at Fox Run in November – the day before Thanksgiving. Presented on miniature store – Matt Moren's store. When they present there, their presentation goes to all the residents' rooms. Many residents moved from all over and are happy to hear about Novi. Sunday, a full bus went downtown to see the Nutcracker. All trips include a stop for lunch or dinner. "We are more than books."

Trustee Dooley: Many attended the swearing in of the mayor and council members. Happy to continue to work with Mayor Fischer and new members. Fun event.

Trustee Sturing: Nice dinner of appreciation at the Hub. Different venue worked out nicely.

Trustee Burke: Four of us were there and they acknowledged people's anniversary of service, including lifetime achievement for Dr. Mav Sanghvi.

3. Treasurer's Report (Brian Bartlett)
  - A. 2025-2026 Library Fund Budget 271.....22-25
  - B. 2025-2026 Contributed Fund Budget 272.....26
  - C. Financial Report November 2025.....27

D. Library Fund 271 Expenditure & Revenue Report as of November 30, 2025.....	28-30
E. Library Fund 272 Contributed Fund as of November 30, 2025.....	31-32
F. Balance Sheets for Funds 271 and 272 as of November 30, 2025.....	33-34

Trustee Bartlett: Pages are out and we have some challenges ahead. The items in yellow – the extra million dollars – is not there at this point. It still has to go through City Council. The survey was based on 2020 numbers. Some of the numbers are outdated due to inflation and no influx in population in southeastern Michigan. Those numbers per city – the \$76 and the \$82 today is more like \$84 and \$90. That's what other cities are funding their libraries at. Appreciated the simple formula Rethinking Libraries used: Money spent divided by residents. The most important thing to focus on in our discussions with City Council is taking the top line of the 271 account, which is just under four million dollars, and divide it by 67,000 people, we are expected to do things for \$58 or \$59 per person. The averages for other communities are in the \$80-\$90 range.

Trustee Burke: You're just using tax revenue. Not anything extra. Not what we're hoping to get in the future.

Trustee Bartlett: Yes. We are only using the hard and fast tax revenue. Take the top line and divide it by roughly 67,000 residents

Trustee Dooley: Wonders if we're asking for enough to carry us through.

Trustee Bartlett: We are still asking to fund our libraries at a 10% discount from other peer libraries.

Trustee Dooley: Just wants to make sure we're confident with what we're asking that'll it will last us how long?

Trustee Bartlett: Five to ten years. But this should get us by for about the next ten years.

Trustee Sturing: Novi has a reputation for delivering more and costing less – from the education standpoint, from the library standpoint, to public services. Echoed Brian's comments about the information from Rethinking Libraries being three to four years old.

Trustee Crawford: Looking over the data from RTL: "Novi Public Library's total usage per dollar of funding is one of the highest our firm has ever worked with." Using comparisons near and far – NPL is a star library. A message like that coming from a firm like theirs that works will all kinds of libraries is the story we should be telling every day.

Trustee Bartlett: Reminded that our community is very supportive. The new building would not have been built without the Walker Fund – over a million dollars given to the building of the Library. Talked about the same with Lakeshore Park – brought to fruition by someone giving us naming rights for the first three years. We're building infrastructure based on the community saying, "We're going to put our money into it." That's an important part of this discussion when you're talking about saving money for the citizens.

4. Director's Report (Julie Farkas) .....	35-37
A. Door Count Usage Statistics – (Jeff Smith) .....	38-39
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) .....	40
C. Information Technology Report (Jeff Smith) .....	41-43
D. Facilities Report (Keith Perfect) .....	44

E. Assistant Director of Public Services Report (Lori Lowery) .....	45
F. Information Services Report (Emily Brush and Rae Manela) .....	46-49
G. Marketing and Community Promotion Report (Dana VanOast) .....	49-50
H. Support Services Report (Sarah Mominee) .....	50-51
I. Library Usage Statistics .....	52-62
J. Friends of Novi Library –November 2025 E-news; Agenda 11/12/25; Minutes 10/8/25.....	63-68
K. City of Novi Historical Commission –.....	N/A

Director Farkas: Started with staff years of service anniversaries, expressing appreciation for all their efforts. Getting ready for Polar Prizes at Lakeshore Lending Library. Fundraising over \$51,000! Donations continue to come in – including taking a call from someone who is working with financial advisor to make a donation through The Friends organization. Sending letters to businesses. AMH machine coming! Will be closures beginning in December into January. Pointed out the other manager and supervisor reports.

Trustee Burke: Noted that it may be possible to use part of required minimum distribution from retirement accounts and not pay taxes on that distribution. Consult tax advisor.

Trustee Sturing: Asked Director to look into library usage based on drive up numbers and discrepancies. Now we're only showing 600 per month. Based on the volume of books we're getting in, it seems like we should be more than 600 per month. Wants to know if there's a way to verify.

Director Farkas: Thinks old system double counted. New security points out by each car. Thinks the numbers are more accurate.

Discussion about patron usage for drive up versus foot traffic. Discussion about how the AMH is used – for drive up, and in person. Asked Director to check on numbers of books coming into drive up per day.

Director Farkas will look into the number of materials that come through just the drive-up return slot.

## Public Comment

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No Public Comment

## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Burke, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
  - Meeting held on: November 18, 2025 by Zoom ..... 69
  - Computer & Internet Usage Policy ..... 69-75

- Meeting Room Rental and Usage Policy .....76-81
  - iCube Usage Policy .....81-84
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
- Meeting held on: no meeting held; update on Recording Secretary Position ..... 84
- Trustee Halvangis: Noted that we received applications from a number of qualified candidates. Interviews were held and the committee is in the decision-making process.
3. **Building & Grounds Committee:**  
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
- Meeting held on: meeting held on December 2, 2025 .....85-88
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
- Meetings held on: No meeting held..... N/A
5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities  
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
- Meeting held:12/1/25: final review of the Annual Report 2024/2025 ..... 89
6. **Strategic Planning Committee:**  
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)
- Next meeting: no meeting held..... N/A
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
- No Meeting held; no meeting held..... N/A
8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
- Meeting held on: no meeting held ..... N/A

#### **Matters for Library Board Action**

1. 2<sup>nd</sup> Reading: Approve revisions to the Computer & Internet Usage Policy .....69-75

**Motion:** To approve the revisions to the Computer & Internet Usage Policy

Motion – 1<sup>st</sup> – Trustee Dooley

2<sup>nd</sup> – Trustee Burke

Trustee Sturing: Observed the changes reflected what we had discussed in our last meeting.

Director Farkas: Agreed and reported that the staff agreed as well.

**Motion Passes – 7-0**

2. 2<sup>nd</sup> Reading: Approve revisions to the Meeting Room Rental & Usage Policy .....76-81

**Motion:** To approve the revisions to the Meeting Room Rental & Usage Policy

Motion – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley

**Motion Passes – 7-0**

3. 1<sup>st</sup> Reading: iCube Usage Policy .....81-84

Director Farkas: Pointed out that with the Computer Usage Policy, some changes needed to be made for the iCube as well.

Trustee Halvangis: Recommended two grammatical changes.

Director Farkas: Has a meeting scheduled next week with the Policy Committee before it comes to a vote.

**No Vote**

4. Recommendation from Building and Grounds Committee: Approve a not to exceed \$8,000 for the fee proposal by MCD Architects for design for the main entry renovations for the Novi Public Library (which includes bid package documents and standard construction administration services throughout the project) .....85-87

**Motion:** To approve a not-to-exceed contract for \$8,000 for the fee proposal by MCD Architects for the design for the main entry renovations for the Novi Public Library (which includes bid package documents and standard construction administration services throughout the project

Trustee Sturing: Reminded that this is not construction – just plans and supervision.

Director Farkas: Targets end of May to early June for construction project.

Motion – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley

**Motion Passes – 7-0**

5. Recommendation from Building and Grounds Committee: Approve a not to exceed \$10,111.20 by Crossbeam Building Contractors for building modifications in preparation of the new Automated Material Handling System installation in January 2026 .....87-88

**Motion:** To approve a not-to-exceed contract for \$10,111.20 by Crossbeam Building Contractors for building modifications in preparation of the new Automated Material Handling System installation in or around January 2026

Motion – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Burke

Director Farkas: Had about \$7500 budgeted, but it is more.

Trustee Sturing: Difficult to get qualified contractors to bid in \$10,00 contracts. Credit to staff for getting the bids.

Director Farkas: Thanked Maryann Zurmuehlen, Assistant Director for Operations, for her considerable efforts to get feedback from contractors.

Trustee Dooley: Asked how long the old AMH lasted

Director Farkas: Over fifteen years

Trustee Dooley: Wondered if keeping the AMH running over closures would add to wear and tear on the machine.

Trustee Sturing: It would only add a few days a year and the machine shuts off when not being used.

Director Farkas: Acknowledged that part of the concern with running the AMH during breaks was about trust in the machine, and the newer equipment will allay some fears of breakdown. There are also safeguards in place that make checking the system easier when the building is closed.

#### **Motion Passes – 7-0**

#### **Communications**

1. .... N/A

#### **Closed Session**

1. No session scheduled at this time ..... N/A

Director Farkas: Pointed out that there will be a closed session scheduled in January for the Director's mid-year review. Trustee Dooley will get information out in the next couple weeks.

#### **Adjournment**

**Motion:** To adjourn at 7:58

Motion – 1<sup>st</sup> – Trustee Halvangis  
2<sup>nd</sup> – Trustee Crawford

#### **Motion Passes – 7-0**

#### **Supplemental Information**

- Library Board Calendar 2025..... 91
- Library Closings 2025..... 92
- Library Board Calendar 2026..... 93
- Library Closings 2026..... 94

#### **2025 Future Events:**

- 11/13/25: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers
- 12/10/25: Friends of Novi Library Regular Meeting – CANCELLED

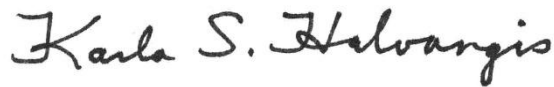


- **12/11/25: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers**
- 12/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **12/19/25: Library closes at 2pm for Staff Holiday Event**
- **12/23/25: Library closes at 5pm**
- **12/24/25 – 12/25/25: LIBRARY CLOSED**
- **12/31/25 – 1/1/26: LIBRARY CLOSED**
- **1/12/26: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers (Library Director Mid-Year Review)**
- 1/10/26: City Council Meeting/Goal Setting Session, 9am, TBD
- **1/17/26: Library Board Budget Session 10am-2pm, Novi Public Library**
- **1/19/26: LIBRARY CLOSED: Martin Luther King Jr. Day**
- 1/21/26: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **2/5/26: Library Board Budget Session 6-8pm, Novi Public Library**

**Cultivate Learning. Inspire Creativity. Foster Inclusivity.**

45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>



January 8, 2025

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Karla Halvangis, Secretary

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Date