



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
September 26, 2024, 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 Trustee Halvangis

Library Board – 6 board members were recorded present

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

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala – absent, excused

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Director Farkas: Would like to add a fifth item under Matters for Board Action. Would like to get approval to close the Library at 5pm on Friday, November 22 to allow Library staff to attend the City of Novi Night of Appreciation taking place that evening.

Motion: To approve the Agenda with additional item under Matters for Board Action.

- Motion for Approval – 1st – Trustee Crawford
- 2nd – Trustee Burke

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: August 22, 2024 Regular Board Meeting.....4-9
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#642).....10-12

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Gawalapu

Motion passes – 6-0

Presentations

1. Introduction of new Assistant Directors: Maryann Zurmuehlen and Lori Lowery

Director Farkas: Introduced two new Assistant Directors. Explained that these are positions the Library has had in the past, but they had not been filled in many years. Appreciative of Board for bringing back these positions because they will be helpful as we ask for more operational money and help improve communication throughout the building. Maryann Zurmuehlen is the new Assistant Director of Building Operations and has worked at NPL for over 13 years. Lori Lowery is the new Assistant Director of Public Services and has 25 years of experience in libraries.

2. 2024 Staff Awards

Director Farkas: Announced winners of 2023-2024 staff awards. Explained that a few new awards were added this year to recognize more staff, and that most of the awards were nominated by staff, but that the Management Team selects winners for the Above and Beyond award. Winners are:

Above and Beyond Award: Bill Bembeneck, Dana VanOast, Arom Park, Kristen Sullivan, Emily Brush

Customer Service Award: Josefa Casas

Community Champion Award: Shannon O'Leary

Excellent Feedback Award: Rae Manela

Always Growing Award: Jen McArdle

Innovation and Creativity Award: Mary Robinson

Helping Hand Award: Joe Ploski

Inclusivity Award: Emma DeCenso

Director Farkas: Mentioned new employee parking passes and parking area to allow staff to have designated parking spots in the Library lot, which is especially helpful when large events are taking place in the area. There are also four designated Employee of the Month parking spots.

Trustee Sturing: Remarked that it was exciting to have so many staff at the meeting. Director Farkas is always quick to let the Board know about staff accomplishments, but it is nice to put faces to names. Thanked everyone for their great work.

3. Friends of Novi Library 2023/2024 Annual Presentation – Sue Johnson, President

Sue Johnson: Said it is the pleasure of the Friends to be able to support the Library staff. Reported on 2023-2024 annual contributions, wish list items, Book Nook sales, membership, donations and fundraisers, as well as the success of 2024 Summer Songfest events. Looking forward, they are excited to bring on two new Board members and are hoping to reinstate their scholarship program for high school students.

Director Farkas: Expressed that it is a pleasure to work with Sue and the rest of the amazing Board. The Friends support the Library by providing things that are not within the Library's regular budget through our Wish List. The Friends are also great advocates for the Library and Sue has been a wonderful leader.

Trustee Sturing: Thanked Sue. Remarked on the amazing attendance at Summer Songfest and noted that the Friends group is expanding.

Student Representative DeMore: Asked about the contributions from Thrift listed under Book Nook sales.

Sue Johnson: Explained that Thrift is a book reseller. Anything they can't sell in the Book Nook, they scan to see if Thrift will sell for them. The Friends get a percentage of what Thrift sells.

Director Farkas: Working with Thrift shows the community that we are doing our due diligence to reuse books before recycling them.

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 – August 2024.....	13-18
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Trustee Burke: Inquired about the No Required Reading Book Club.

Student Representative DeMore: Explained that it is a new book club for teens to encourage recreational/fun reading outside of school.

2. President's Report (Mark Sturing).....	19-20
A. 2024-2025 Board Committee Assignments.....	21

Trustee Sturing: October is Library Appreciation Month. During this time, I encourage everyone to celebrate our libraries. Attended about half of the Summer Songfest programs this year. These events are getting bigger and bigger. Thanks to the Friends of the Library, Gail Anderson and Paradise Park for putting them on.

Director Farkas: Gail Anderson will attend the October board meeting to give a programming overview from the past year.

Director Crawford: Also thanked Gail and all staff for planning great events. She has heard people from other communities raving about our programs. Thanked Board Members for attending programs. The Library's On the Road trips are also very successful. Recognized how much work they are to plan.

3. Treasurer's Report (Brian Bartlett)	
A. 2024-2025 Library Budget Fund 271.....	22-24
B. 2024-2025 Contributed Fund Budget 272.....	25
C. Financial Report August 2024.....	26
D. Library Fund 271 Expenditure & Revenue Report as of August 31, 2024.....	27-30
E. Library Fund 272 Contributed Fund as of August 31, 2024.....	30-31
F. Balance Sheets for Funds 271 and 272 as of August 31, 2024.....	32-33

Trustee Bartlett: No major modifications from last month. We will have the final numbers from the City for the October meeting.

Trustee Sturing: Wondered if the Finance Committee should look at amending the 2024-2025 budget since we are looking at being under budget by around a quarter million dollars in 2023-2024.

Trustee Bartlett: Would like to wait to make any budget amendments for 2024-2025 until the final audited budget numbers from 2023-2024 are in. Noted that savings from last year likely won't continue because a lot of it was from personnel numbers being low.

Director Farkas: We can amend the budget quarterly. Welcomes further discussion in the Finance Committee.

4. Director's Report (Julie Farkas).....	34-51
A. Information Technology Report (Jeffrey Smith).....	52-56
B. Facilities Report (Keith Perfect).....	57
C. Information Services Report (No Dept. Head at the Time).....	58-62
D. Marketing and Community Promotion (Dana VanOast).....	63-64
E. Support Services Report (Maryann Zurmuehlen).....	64-66
F. Library Usage Statistics.....	67-75
G. Friends of Novi Library – September Newsletter; Board Biographies.....	76-79
H. City of Novi Historical Commission – Minutes 7/17/24.....	80-81

Director Farkas: Included feedback for the Management Team that Marilyn Suttle collected from a presentation she did during the staff Professional Development Day. One takeaway from this and from Strategic Planning is that we need to get more buy-in from staff before we make decisions.

Trustee Halvangis: Thought Marilyn's feedback was great. Also expressed that she loved watching staff nod as Director Farkas talked about other staff member accomplishments during the staff awards presentation – showed great comradery.

Director Farkas: Discussed online resource Tutor.Com and asked Board to help spread the word about it. We are trying to push it this year and see if we can get more use. If not, we may look at other options. The Board Events Committee suggested the Library host an Open House, which will take place October 6. A new Business Book Club is being started by Librarian Jen McArdle in the new year. Noted that new bios from the Friends of the Library Board are now included on our website, and we might look to do bios on Library Board Members as well.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

2. **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

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held 9/5/24.....82

- 4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Held on 9/9/24.....82
- 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
 - Meeting Held on 9/9/24.....83

Trustee Gawalapu: Noted that the Committee met to discuss upgrading the Library's firewall.

Director Farkas: Said she got some quotes for the firewall and will bring those numbers to the Committee's October meeting.

- 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
 - Meeting Held on 9/11/24.....83-85

Director Farkas: Noted that there are 48 different languages spoken in Novi homes. We got this data from Novi Community School District.

Matters for Library Board Action

- 1. Approve new Board Meeting Dates for 2025 – 2nd Thursday of the month.....85

Trustee Sturing: This proposal would switch Library Board meetings from the 4th Thursday of the month to the 2nd Thursday of the month for 2025, which could all be held in the City of Novi Council Chambers.

Director Farkas: If we stick with the 4th Thursday of the month, there would be six dates we could not hold the meeting in the Council Chambers due to elections and other meetings. Feels it is important to have meetings in Council Chambers for transparency to the community. If we do change the regular meeting dates, we will also have to look at changing the dates for the budget study sessions for 2025.

Motion: to approve new Board Meeting Dates for 2025 – 2nd Thursday of the month
 Motion to Approve – 1st – Trustee Crawford
 2nd – Trustee Gawalapu

Trustee Bartlett: Can't support the motion for all the dates. Expressed concerns about timelines for budgeting, elections and member swearing-in, and that it might require updates to Board bylaws which were just updated last year.

Discussion about meeting dates in regards to timelines for budgeting, elections and member swearing-in. Decision was reached to move March meeting back to 4th Thursday of the month to help with these timelines, but leave all other meeting dates as the 2nd Thursday of the month. The March meeting will have to take place at the Library.

Trustee Sturing: Will both Trustees who supported this motion agree to amend the motion to read: Approve new Board Meeting Dates for 2025 – 2nd Thursday of the month, except March, which will be the 4th Thursday of the month?

Trustees Crawford and Gawalpu: Yes

Motion Passes – 6-0

2. (1st Reading): Accommodation and Accessibility Policy – new policy.....86-89

Director Farkas: This is a brand-new policy. Not looking to get approval tonight, just looking for feedback. Has gone through revisions with attorney, staff committee and full staff. Many libraries are adopting an accessibility policy.

Trustee Sturing: Likes the distinction included between service animals and emotional support animals. Asked about animals that are brought into the Library for programs.

Director Farkas: Noted that those are service animals.

Director Farkas: Noted that Trustee Crawford wondered about the word “housebroken” for service animals, since the Library is not technically a house. Director Farkas is trying to find another word to use, but has not found a good option yet.

Trustee Crawford: Wondered if the Library does not allow electric wheelchairs.

Director Farkas: Clarified that the Library does allow electric wheelchairs, but they have to be needed based on accessibility.

Trustee Halvangis: Had a question about public restrooms on page 87. Is there a reason why we need to specify that men’s and women’s restrooms on the first and second floor have automatic door activation switches?

Director Farkas: It was specified that way because there is not an automatic door activation switch on the family restroom.

Trustee Gawalapu: Wondered about page 89, where it reads that this Policy was approved on today’s date.

Director Farkas: Explained that the date will be changed to the date the Policy is actually approved by the Board.

Trustee Crawford: Would like to wait to vote on this Policy until we have a full complement of Board Members present.

No vote.

3. Approve revisions to the Patron Behavior Policy.....91-96

Director Farkas: Small change to add language about service animals vs. emotional support animals to this Policy. The Library has had some issues. We would put signage on the doors if approved.

Motion: to approve revisions to the Patron Behavior Policy

Motion to Approve – 1st – Trustee Bartlett

2nd – Trustee Halvangis

Motion Passes – 6-0

4. Approve revisions to the Social Media Policy.....97-101

Director Farkas: Explained that this Policy received a major overhaul and clarified that this Policy is in regards to public interaction with the Library’s social media accounts.

Motion: to approve revisions to the Social Media Policy
Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Burke

Motion Passes – 6-0

5. Approve closure of Library at 5pm on Friday, November 22 to allow Library staff to attend City of Novi Night of Appreciation.....N/A

Director Farkas: Noted that the Library would close one hour early, at 5pm instead of 6pm.

Motion: to approve closure of Library at 5pm on Friday, November 22
Motion to Approve – 1st – Trustee Burke
2nd – Trustee Gawalapu

Motion Passes – 6-0

Communications

1. 9/3/24: Email from Barbara Prince; Re: Clerks at the front desk.....102
2. 9/2/24: Email from Gregory Middlemis; Re: Drop box closure.....103

Trustee Burke: Wondered if this patron is on the list to receive the Library eNewsletter, which includes closure information.

Director Farkas: Will check to see if he is on the list, and if not, will ask if he would like to be added.

Trustee Sturing: Sympathized with the patron about not being able to return books during Library closure.

Director Farkas: When the Library is closed and staff has approved time off, we don't want to make some staff come in to empty bins because of the high volume of returned items.

Trustee Sturing: Wondered if we could look into getting larger bins to hold more volume.

Director Farkas: That is something we can look into, but would not recommend doing so until it is time to replace the entire machine. Also noted that no materials are ever due when the Library is closed and that there are no late fines for overdue items.

Trustee Crawford: Wondered if Board Members could come and see what is behind the scenes and how the book returns work.

Director Farkas: Will set up time to give tour to Board Members.

3. 8/26/24: Email from Naveen Abboju; Re: Electric Scooter in the Library.....104-105
4. 8/15/24: Email from Lindsay Gojcaj; Re: Thank you.....106

Closed Session

No Closed Session

Adjournment

Motion: to adjourn at 8:49 PM
Motion to Adjourn – 1st – Trustee Crawford
2nd – Trustee Halvangis

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2024.....107
- Library Closings 2024 and 2025.....108-109

2024 Future Events:

- 10/9/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 10/16/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **10/24/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers**
- 11/13/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 11/20/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **11/21/24: Library Board Trustee Meeting at 7pm, Novi Public Library – 3rd Thursday, due to holiday**
- **11/27/24: Library CLOSED at 5pm**
- **11/28/24: Library CLOSED Thanksgiving Day**
- **11/29/24: Library CLOSED**
- **11/30/24: Library CLOSED**
- **12/1/24: Library CLOSED**



Kat Dooley, Secretary

October 24, 2024

Date