



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
June 27, 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 Secretary Dooley

Library Board – 7 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
- Karla Halvangis, Board Member

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala, absent, excused

Library Staff

- Julie Farkas, Director

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Crawford

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: May 23, 2024 Regular Board Meeting.....4-9
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#639).....10-12
3. Closed Session for Library Director's Annual Review

Motion: To approve the Consent Agenda as presented
Motion for Approval – 1st – Trustee Crawford

Motion passes – 7-0

Presentations

1. Recognition of Hillary Hentschel, Head of Information Services, for her years of service to NPL

Director Farkas: Gave farewell remarks wishing Hillary Hentschel well as she is moving on from NPL, thanking her for over 7 years of service. Celebrating Hillary on July 11 at the Library.

Hillary Hentschel: Thanked everyone and said it is bittersweet leaving the community.

Trustee Sturing: Thanked Hillary for her service.

Trustee Gawalapu: Shared kind comments for Hillary.

Trustee Dooley: Expressed gratitude for Hillary's service.

Trustee Crawford: Expressed that Hillary has made an imprint on our community.

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 – May 2024.....13-16

Student Representative DeMore gave the report.

Director Farkas: Added that she has asked her Teen Librarians to participate more in Teen Space for the upcoming school year, as the current Teen Space Monitor Aiden Palmer will be moving out of state. We are gearing up for a new way to approach the space and create connections with our teens. Thanked Aiden for all her work, as well as Youth & Teen Services Supervisor Lindsay Gojcaj. Also thanked the Board for its continued support of Teen Space.

2. President's Report (Mark Sturing)N/A
 - A. 2024-2025 Board Committee Assignments.....18

Trustee Sturing: Discussed that Traverse City Library adjusted their hours to open one hour earlier and close one hour earlier.

Director Farkas: Expressed that our last hour of usage tends to be really slim and would appreciate further discussion.

Trustee Crawford: Attended the first Paradise Park concert and noted that only 35 people registered but 85-90 people showed up. Encouraged people to register so they have a better idea of how many tables and chairs to set up.

Trustee Crawford: The Historical Commission had the History of the Coney Dog program and it was very well attended. Appreciated some of the board members being there. The Commission will start programming up again in September.

Trustee Halvangis: Expressed that she and her husband enjoyed the Coney Dog program. Also attended the beginning trustee webinars and appreciated all the information.

Director Farkas: Added that the Library and Fox Run hosted a Pride event. We have a wonderful partnership with Fox Run and wanted to thank them for the space.

Trustee Sturing: Expressed that Communications Manager Dana VanOast did a great job with the new video for Beyond Books.

Trustee Dooley: Attended the Juneteenth program and said it was wonderful.

3. Treasurer's Report (Brian Bartlett)

A. 2023-2024 Library Budget Fund 271.....	19-26
B. 2023-2024 Contributed Fund Budget 272.....	27
C. Financial Report May 2024.....	28
D. Library Fund 271 Expenditure & Revenue Report as of May 31, 2024.....	29-31
E. Library Fund 272 Contributed Fund as of May 31, 2024.....	32-33
F. Balance Sheets for Funds 271 and 272 as of May 31, 2024.....	34-35

Trustee Bartlett: Deficit is not as bad as we thought it would be because we are spending less in employment, as we are still not fully staffed. Investments reminder that these are not real dollars to depend on but are doing well.

Director Farkas: Page 19 in the packet explains the investment gain and interest information. Page 19 also has the current information on the City's fund balance and what the Library is paying for all the salaries and benefits. We are in the correct range.

Trustee Halvangis: Asked for some clarification from Trustee Bartlett about the investments.

Trustee Bartlett: Explained that we have not received cash from them. 2/3 is salaries and paying out real dollars. The City cashes in the investments.

4. Director's Report (Julie Farkas).....	36-42
A. Information Technology Report (Jeffrey Smith).....	43-46
B. Facilities Report (Keith Perfect).....	46
C. Information Services Report (Hillary Hentschel).....	47-50
D. Support Services Report (Maryann Zurmuehlen).....	51-52
E. Library Usage Statistics.....	53-61
F. Friends of Novi Library – Operating Agreement draft, Agenda 6/12/24.....	62-67
G. City of Novi Historical Commission – Minutes 4/17/24.....	68-70

Director Farkas: Showcased employee anniversaries. Showed the new International Language materials from an anonymous donor. Thanked the Summer Reading Committee for their work. Discussed that there are 8 pieces of artwork in our community for the DIA Inside Out program including one outside the Library, and that the Library also has its own amazing collection of artwork.

Trustee Burke: Had a question on Library use by hour. How does the last hour reflect room rentals? Do rentals stay passed closing?

Director Farkas: Answered that what we see in the report is the gate count. From 8:00-9:00pm, unless there is a program that is later, there really is not much activity. Clarified that we would still offer the same rental opportunities.

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
 - 6/27/24: Revision of 2024 Closure and Holiday Calendar; Approval of the 2025 Closure and Holiday Calendar.....72-73
 - 6/27/24: Revision of Collection Development Policy; Revision of Meeting Room Rental and Use Policy; Revision of Patron Behavior Policy.....74-102

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting Held on 5/14/24.....N/A
 - **Director’s Annual Review** – June 27, 2024, Director is requesting a Closed Session. Performance review documentation will be sent to Board members the week of May 20 by Trustee Dooley, with the expectation that Board members will submit scores and comments to Trustee Dooley by June 17.
 - Board members received the HR Manual draft policies and were asked to send questions/comments by Monday, June 24 to Director Farkas. The plan is to approve the full manual at the July 25, 2024 meeting.

Trustee Crawford: Reminded everyone they received the Trustee Manual and asked that if we have questions to get them to Julie ahead of time because we are going to vote in July.

Director Farkas: Said it will be included in the July board packet, including all trustee thoughts.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 6/13/24 regarding 4th Quarter Amendments and fund balance percentage.....N/A

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Scheduled for 5/20/24, 6/11/24.....103

5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Hillary Hentschel
 - 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
- Meeting Scheduled for 5/21/24, 6/14/24.....103-104

Matters for Library Board Action

- A. 4th Quarter amendments to 271 and 272 accounts for 2023/2024.....23-27

Trustee Sturing: Made comments regarding the spending and added some clarification.

Motion: To approve the 4th Quarter amendments to 271 and 272 accounts for 2023/2024

Motion for Approval – 1st – Trustee Bartlett

2nd – Trustee Crawford

Motion passes – 7-0

- B. Operating Agreement with the Friends of the Novi Public Library.....62-66

Trustee Sturing: Gave context that most of the changes were in Section 3 regarding larger donations.

Director Farkas: Explained that the Friends were very receptive and gave thanks to Friends President Sue Johnson and the Board. Explained that this is a great way for us to keep moving and give a benefit to donors who need the 501c3 status to donate.

Director Farkas: The Library is creating a new donation brochure, with trustee input. Trustees Bartlett and Sturing are interested in doing a program with the Friends to help educate the public on how to donate.

Trustee Burke: Gave comments.

Trustee Dooley: Asked for clarification on if there is a stalemate vote.

Director Farkas: Gave clarification.

Trustee Bartlett: Gave some understanding on the process for larger donations to a 501c3.

Motion: To approve the Operating Agreement with the Friends of the Novi Public Library

Motion for Approval – 1st – Trustee Dooley

2nd – Trustee Gawalapu

Motion passes – 7-0

- C. Update to Library Closings 2024 - to close at 5pm on Monday, December 23, 2024.....72

Trustee Sturing: Asked the Board to entertain a motion to approve both 2024 and 2025 Library Closings (Matters C and D) in one motion.

Motion: To approve C. the Update to Library Closings 2024 and D. Library Closings 2025

Motion for Approval – 1st – Trustee Dooley

2nd – Trustee Crawford

Motion passes – 7-0

- D. Library Closings 2025.....73

Approved with Matter C.

- E. Collection Development Policy revisions.....74-79

Trustee Dooley: Explained the background and context behind the motion.

Trustee Sturing: Expressed appreciation for the question asking if the material has been read in full.

Trustee Dooley: Offered more context and support for the reasoning behind that question and appreciates the support.

Motion: To approve the Collection Development Policy revisions
Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Burke

Motion passes – 7-0

F. Meeting Room Rental and Use Policy revisions.....86-90

Director Farkas: Gives context behind the motion.

Trustee Sturing: Asked about the clean-up section of the Policy. Will different hours impact?

Director Farkas: Gave clarification. Emphasized that this does not include Library programming.

Trustee Dooley: Asked if the future electronic reservations will be auto-approved.

Director Farkas: Said no, the Library will still need to approve the reservations.

Trustee Halvangis: Excited for the future electronic reservation system.

Trustee Gawalapu: Asked if the Library gives recommendations on reserving space with the electronic reservation system.

Director Farkas: Clarified that the staff will help provide recommendations for the space that a patron would want to use to meet their needs.

Motion: To approve the Meeting Room Rental and Use Policy revisions
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Dooley

Motion passes – 7-0

G. Patron Behavior Policy revisions.....97-102

Director Farkas: Gave context behind the motion.

Motion: To approve the Patron Behavior Policy revisions
Motion for Approval – 1st – Trustee Burke
2nd – Trustee Halvangis

Motion passes – 7-0

Communications

1. 6/18/24: Email from Sarabhi Sardesai regarding the Marathi language.....105-106
2. 6/20/24: Email from Monika Hall-Camilletti regarding the Library patio trees.....107

Closed Session

1. Director’s Annual Review 2023-2024

Motion: To Approve Director’s Annual increase of 4%
Motion for Approval - 1st – Trustee Crawford
2nd – Trustee Burke

Motion Passes – 7-0

Adjournment

Motion: Motion to adjourn at 8:43 PM
Motion to Adjourn – 1st – Trustee Crawford
2nd – Trustee Halvangis

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2024.....108

2024 Future Events:

- 6/27/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: July 4 – July 7 for Independence Day holiday weekend**
- 7/10/24: Friends of Novi Library Annual Meeting at 7pm, Novi Public Library
- 7/17/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 7/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 9 – Staff Professional Development Day 8:30am – 4pm**
- 8/10/24: Last day of Summer Reading
- 8/14/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 8/21/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 8/22/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 31 – September 2 for Labor Day Weekend**



Kat Dooley, Secretary

July 25, 2024

Date