

**Library Board of Trustees – Training Session
Final Draft – MINUTES
March 21, 2024, 6 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 Sturing at 6:01 PM

Welcomed new board member Karla Halvangis.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Bartlett

Library Board – 7 Board members were recorded as present

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

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda

Motion: Motion to approve the Agenda as presented

Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Dooley

Motion passes – 7-0

Presentations

1. Board Training: OMA (Open Meetings Act), FOIA (Freedom of Information Act) and Library Board Bylaws facilitated by: Debra Walling – Rosati, Schultz, Joppich and Amtsbuechler. Training documents were provided to board members in advance of meeting (Open Meetings Act Handbook, Freedom of Information Act Handbook and Bylaws of the City of Novi Library Board Novi Public Library).

Debra Walling: Emphasized that the Library Board is a public body subject to OMA and FOIA, which is why it is important to be aware of what they include. Both acts are pro-transparency, intended for government openness and accountability.

Discussed FOIA regulations and how they apply to the Library Board, including communication amongst board members.

Discussed OMA regulations and how they apply to the Library Board, including quorums, virtual attendance, closed sessions and providing public notice of meetings.

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

Trustee Comments

The Board thanked Debra Walling for her time.

Adjournment

Motion: Motion to adjourn at 7:00 PM

Motion to Adjourn – 1st – Trustee Burke

2nd – Trustee Crawford

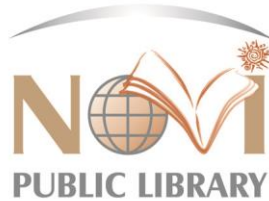
Motion Passes – 7-0



Brian Bartlett, Secretary

April 25, 2024

Date



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
March 21, 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 Sturing at 7:01 PM

Welcomed new board member Karla Halvangis.

Pledge of Allegiance

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Roll Call by Secretary Bartlett

Library Board – 7 Board members were recorded as present

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Brian Bartlett, Secretary
- Lori Burke, Board Member
- Kat Dooley, 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

Motion: Motion to approve the Agenda as presented

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Gawalapu

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: February 15, 2024 Regular Board Meeting.....5-11
2. Approve Claims and Warrants of:
 - a. Accounts 271 and 272 (#636).....12-14

Trustee Burke: Had a question about The Library Network line item on pg. 13 and what it is for.

Director Farkas: Explained the fees we pay to be part of The Library Network, as well as the benefits.

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

Motion passes – 7-0

Presentations

1. Recognition of Elizabeth (Betty) Lang for her 35 years of Librarianship and service to the Novi Public Library.

Director Farkas: Discussed Betty's many contributions to the Library, Historical Commission and Novi community and thanked her for her years of service.

Trustee Crawford: Told the Board about the new internship program the Historical Commission is starting in Betty's name.

Betty Lang: Thanked the Board and conveyed that one of the best parts of working at NPL was the staff being allowed to learn and grow.

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No Public Comment

Reports

1. Student Representatives Report – February 2024.....15-16
2. President's Report (Mark Sturing)
 - a. Book Challenges Webinar for Trustees (February 15, 2024) – Sturing and Bartlett
 - b. National Library Week – Guest Readers at Novi Woods Elementary – Friday, April 12
 - c. March is Reading Month – Governor's Proclamation March 2024.....17-18
 - d. Election of Officers for 2024-2025 (Office begins April 25, 2024).....19
 - e. President's comments, Trustee experiences and involvement
 - f. Committee Appointments as of 3/1/24.....20

Trustee Sturing: Biggest takeaway from book challenges webinar is to have a good policy in place. Would like volunteers from the Board to read to elementary students for National Library Week.

Trustee Crawford: She and Director Farkas on-boarded new trustee Karla Halvangis.

Trustee Sturing: Appoints Brian Bartlett as Chair of the Finance Committee since that spot is open. Board members should contact Trustee Sturing about their preferences for board committees by April 10 so he can have all committees full by the next meeting.

3. Treasurer's Report (OPEN)
 - a. 2023-2024 Library Budget Fund 271.....21-23
 - b. 2023-2024 Contributed Fund Budget 27224
 - c. Financial Report February 2024.....25
 - d. Library Fund 271 Expenditure & Revenue Report as of February 29, 2024.....26-28

e. Library Fund 272 Contributed Fund as of February 29, 2024.....	29-30
f. Balance Sheets for Funds 271 and 272 as of February 29, 2024.....	31-32

Trustee Sturing: Treasurer position is currently vacant.

No comments/questions.

4. Director's Report (Julie Farkas).....	33-51
a. Information Technology Report (Jeffrey Smith).....	52-57
b. Facilities Report (Keith Perfect).....	58
c. Information Services Report (Hillary Hentschel).....	58-61
d. Support Services Report (Maryann Zurmuehlen).....	62
e. Library Usage Statistics.....	63-72
f. Friends of Novi Library.....	N/A
g. City of Novi Historical Commission – Minutes: January 17, 2024.....	72-74

Director Farkas: There is no increase in state aid to libraries proposed in the FY25 budget.

Encouraged board members to attend the Novi Photography Club exhibit opening on March 28 at the Library. The Friends of the Library luncheon fundraiser on April 14 was cancelled due to low registration.

Discussion about possibly eliminating some of the information from the monthly board packets to save staff time putting them together. Decided it was all important information for the Board to have.

Discussion about Library hours and possibly shifting to open earlier and close earlier, based on community feedback and door count statistics.

Public Comment

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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 – Hours of Operation Policy (Reviewed by staff committee).....75-76
- HR Committee:** Review HR policies for the Library, Director review & goals

 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting Held 2/26/24 – 4 policies reviewed by committee and staff (Vacation, Personal Business Time, Sick Leave and Holidays)77-94
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation

 - Chair: Bartlett, Burke, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities

- Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
- Meeting Held 3/6/24.....95

5. **Strategic Planning Committee**

- Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Hillary Hentschel
- Meeting Scheduled for 3/13/24 – FY 24/25 Strategic Work Plan95-98

Trustee Bartlett: Staff has been doing quite a bit of work with moving the strategic plan forward.

Director Farkas: Gave a shout-out to Information Services Manager Hillary Hentschel for compiling information for the FY 24/25 strategic work plan.

6. **Building & Grounds Committee**

- Chair: Gawalapu, Sturing, Staff Liaison: Julie Farkas
- Meeting Scheduled for 3/26/24 – Update by Director Farkas.....99

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, Staff Liaison: Julie Farkas
- Meeting Scheduled for 3/11/24.....100

Matters for Library Board Action

- A. Election of Board Officers for 24/25 (Office begins April 25, 2024); slate presented by Secretary Brian Bartlett

Trustee Sturing has been put forth for President. Trustee Crawford has been put forth for Vice President. Trustee Bartlett has been put forth for Treasurer. No one has been put forth for Secretary. Each office is open for additional nominees.

Motion: Motion to appoint Trustee Sturing as President for 24/25

Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Gawalapu

Motion Passes – 7-0

Motion: Motion to appoint Trustee Crawford as Vice President for 24/25

Motion to Approve – 1st – Trustee Sturing
2nd – Trustee Bartlett

Motion Passes – 7-0

Motion: Motion to appoint Trustee Bartlett as Treasurer for 24/25

Motion to Approve – 1st – Trustee Burke
2nd – Trustee Sturing

Motion Passes – 7-0

Trustee Crawford: Nominates Trustee Dooley for Secretary.

Trustee Dooley: Accepts nomination.

Motion: Motion to appoint Trustee Dooley as Secretary for 24/25

Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Sturing

Motion Passes – 7-0

B. Public Policy: Hours of Operation.....75-76

Director Farkas: This change shows that the Library will not be closed on Sundays during the summer in 2024.

Motion: Motion to approve the Public Policy: Hours of Operation as presented
Motion to Approve – 1st – Trustee Dooley
2nd – Trustee Crawford

Motion Passes – 7-0

C. HR Policy: Vacation.....77-82

Director Farkas: The biggest change to this policy is new staff not having to wait a year to use their earned vacation time. The vast majority of the staff is in support of the changes.

Motion: Motion to approve the HR Policy: Vacation as presented
Motion to Approve – 1st – Trustee Burke
2nd – Trustee Dooley

Motion Passes – 7-0

D. HR Policy: Personal Business Time.....83-85

E. HR Policy: Sick Leave.....86-89

F. HR Policy: Holidays.....90-94

Trustee Burke: Commented on how much work went into these policy changes and that she will not question them.

Director Farkas: Explained that it was a team effort between the HR Specialist, the HR Staff Committee and the HR Board Committee.

Trustee Bartlett: Wondered about the decision to close the Library on MLK Day as a paid holiday, and hopes the Library will continue to commemorate this day as they have in the past.

Director Farkas: Explained that many staff wish to celebrate or participate in service or other events that are meaningful to them on MLK day, and discussed that it was getting more difficult to book entertainment on the actual day of the holiday due to increased competition with other communities and events. The Library still plans to host an MLK Day event sometime around the holiday.

Motion: Motion to approve items D-F (HR Policies: Personal Business Time, Sick Leave, Holidays) as presented
Motion to Approve – 1st – Trustee Sturing
2nd – Trustee Crawford

Motion Passes – 7-0

Communications

N/A

Closed Session

No Closed Session

Adjournment

Motion: Motion to adjourn at 8:17 PM
Motion to Adjourn – 1st – Trustee Halvangis
2nd – Trustee Dooley

Motion Passes – 7-0

Supplemental Information

- Library Closings 2024.....101
- Library Board Calendar 2024.....102

2024 Future Events:

- 4/10/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- **April 7th – 13th NATIONAL LIBRARY WEEK – Ready, Set, Library!**
- 4/17/24: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 4/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- 5/8/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 5/15/24: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 5/23/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers



Brian Bartlett, Secretary

April 25, 2024

Date