



**Library Board of Trustees – Budget Session for 2024-2025
Final Draft – MINUTES
February 1, 2024, 5:30 PM
Novi Public Library, Board Room**

Final Draft

Call to Order by Vice-President Kathy Crawford

Novi Public Library – Board Room

Called to order by Vice-President Kathy Crawford at 5:30 PM.

Roll Call by Secretary Brian Bartlett

Library Board – 5 Board Members were recorded as present

Mark Sturing, President – absent, excused

Kathy Crawford, Vice-President

Sreeny Cherukuri, Treasurer – absent, excused

Kat Dooley, Board Member

Ajeeta Gawalapu, Board Member

Brian Bartlett, Secretary

Lori Burke, Board Member

Library Staff

Julie Farkas, Director

Amy Crockett, Recording Secretary

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of Agenda

Motion: To approve the Agenda omitting the first bullet point under Director Updates (regarding Director's mid-year review which happened on January 25, 2024)

Motion for approval 1st – Trustee Dooley

2nd – Trustee Burke

Motion passes – 5-0

Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three-minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

No Public Comment

2024-2025 Budget Narrative, Proposed 271 and 272 Library Budgets

Trustee Crawford: Before beginning, wanted to remind everyone that the Library Board is a governing board, so they have legal and fiduciary responsibility over the Library. That is why it is so important that they take the budget process very seriously.

2023-2024 Year End

Director Farkas: Added the cost for recent air curtain maintenance, which will be covered by contingency funds.

2024-2025 Budget Narrative – 2nd Draft as of February 1, 2024

Director Farkas: Proposing salary increase of 4% for all employees. Grades 1-5 received 1.5% increase in January 2024, so they would receive additional 2.5% in July 2024. Grades 6-12 would receive full 4% in July 2024. The Library does regular salary comparisons to other libraries to stay competitive, recruit and retain high quality staff.

Director Farkas: As requested at the last meeting, she added the full amount for the Teen Stop project in the 2024-2025 budget, rather than breaking it up over the span of 2 years. The Friends will donate \$2,500 towards the project, so the total for the Library will be \$39,600.

Director Farkas: Trustee Sturing requested numbers for the total percentage of the Library budget that is spent on personnel. For 2023-2024 it is 63%. For 2024-2025 it is proposed at 64%.

Director Farkas: All full-time staff are currently participating in the retirement contribution plan. Shared a chart that shows what NPL, the City of Novi, and other local libraries are contributing to staff retirement, as well as the current policies from NPL and the City regarding employee and employer retirement contributions. The City is currently at a 9% contribution; the 2024-2025 budget proposes increasing the Library's contribution from 6% to 9% to match what the City offers.

Discussion about increasing the Library's contribution to 9%. Trustee Burke thought 9% was very high and that the Library could not afford it. Trustees Crawford, Bartlett, and Dooley all spoke in favor of the increase, citing needing to attract and retain talent, as well as keep pace with other libraries and the City.

Trustee Crawford: Proposed bringing the issue to a motion.

Motion: To approve an increase in employer contribution to staff retirement accounts from 6% to 9%

Motion for approval 1st – Trustee Bartlett
2nd – Trustee Dooley

Motion passes – 4-1

Ayes: Bartlett, Crawford, Dooley, Gawalapu
Nayes: Burke

Director Farkas: There has been an addition to the Friends Wish List due to an \$8,000 donation from Joyce Cherf.

Discussion about donations being given straight to the Library vs. through the Friends. The Friends have a 501c3 status, so donors can get tax breaks with their giving. The Library may be losing out on donors because of this. Discussed the possibility of the Library creating a foundation/endowment with a 501c3 status so we can accept more donations.

271 Library Fund Budget Document – 2nd Draft as of February 1, 2024 (including 24/25, 25/26 and 26/27)

Director Farkas: Found out we are getting additional money in State Aid, so she added an estimate for that to the budget.

Trustee Crawford: Trustee Cherukuri sent a note that he proposes moving line item 658 - State Penal Fines from the 271 budget to the 272 budget.

Consensus was to leave it as is. No Motion brought forth.

Director Farkas: Just found out they need to make an adjustment to line item 716 - Insurance. For employees who opt out of health insurance, they will receive \$25 more per month, resulting in a total budget increase of \$2,100 per year.

Director Farkas: There will be one additional change to line item 880.271 – Adult Programming for 2023-2024 Year End, increasing from \$8,000 to \$8,500. It will stay proposed at \$10,000 for 2024-2025.

272 Library Contributed Fund Budget Document – 2nd Draft as of February 1, 2024 (including 24/25, 25/26 and 26/27)

Director Farkas: Additions for capital improvement projects (furniture upgrades, Teen Stop project, main entrance updates, and parking lot maintenance) have been updated within the budget.

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No Public Comment

Board Members' Individual Reflections

Additional discussion about how to improve Library donations, including potentially hosting a program at the Library about how to donate. Also discussed our great relationship with the Friends and making sure there are policies in place regarding donations that come in through them that are earmarked for certain collections/programs/projects at the Library.

