



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
April 25, 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 – 4 board members were recorded present

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

Student Representatives

Alexandra DeMore
Alyna Dohadwala

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda

Motion: To approve the Agenda as presented
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Halvangis
Motion passes – 4-0

Consent Agenda

1. Approve Minutes of: March 21, 2024 Board Training Session.....4-5
2. Approve Minutes of: March 21, 2024 Regular Board Meeting.....6-11
3. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#637).....12-14

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Halvangis

Motion passes – 4-0

Presentations

No Presentations

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 – March 2024.....15-16
- 2. President's Report (Mark Sturing)17-20
 - A. FY 2024-25: Goal information Provided to City of Novi and City Council for the annual budget document..... 17
 - B. Library Advocacy Day April 16, 2024 – Fact Sheets.....18-20
 - C. 2024-2025 Board Committee Assignments.....21

Trustee Sturing: Library Advocacy Day Fact Sheets detail three pieces of legislation the Michigan Library Association is asking the Michigan Legislature to consider – the Freedom to Read Act, an increase in state aid to libraries in FY25, and a capital improvement grant program. Noted that currently very little state or federal aid helps fund libraries, it is almost entirely community-based.

Trustee Sturing: Trustee Halvangis has been added to the Building & Grounds Committee and DEI Committee for FY24-25. Trustee Sturing has rejoined the Finance Committee for FY24-25. Otherwise, committee assignments remain the same as FY23-24.

- 3. Treasurer's Report (Brian Bartlett)
 - A. 2023-2024 Library Budget Fund 271.....22-24
 - B. 2023-2024 Contributed Fund Budget 27225
 - C. Financial Report March 2024.....26
 - D. Library Fund 271 Expenditure & Revenue Report as of March 31, 2024.....27-29
 - E. Library Fund 272 Contributed Fund as of March 31, 2024.....30-31
 - F. Balance Sheets for Funds 271 and 272 as of March 31, 2024.....32-33

Trustee Bartlett: Noted that this month marks the end of the third quarter of FY23-24. The Library spent some capital money this month on new chairs.

- 4. Director's Report (Julie Farkas).....34-40
 - A. Information Technology Report (Jeffrey Smith).....41-44
 - B. Facilities Report (Keith Perfect).....45
 - C. Information Services Report (Hillary Hentschel).....45-49
 - D. Support Services Report (Maryann Zurmuehlen).....50
 - E. Library Usage Statistics.....51-59
 - F. Friends of Novi Library – Agenda 4/10/24; Minutes 1/10/24.....60-65
 - G. City of Novi Historical Commission – Minutes 2/21/24.....66-68

Director Farkas: The Library received an anonymous donation of \$10,000 for international materials this year. We are partnering with the Novi Community School District for a community reads, including an event with the author at Novi High School on May 13. Noted that the Library gave out over 1,000 solar eclipse glasses.

Trustee Dooley: Noted the popularity of the Read Boxes and wondered if there was a possibility to expand this program.

Director Farkas: Explained that there may be the possibility of expanding into other Novi parks, like Bosco Park, dependent on supply of books. The Library cannot support expanding into Novi neighborhoods.

Trustee Halvangis: Loves seeing all the photos in the reports, and she enjoyed stopping by the Library to see the Tiny Art Show.

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: Approve changing "guest" to "patron" language.....69-73
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
 - No Meeting Held.....N/A
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Scheduled for 4/30/24.....73
5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas and Hillary Hentschel
 - No Meeting Held: Approve updated 24/25 Strategic Planning Document.....74-75
6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - Meeting Held on 4/18/24: Updates on Cleaning Services RFP, HVAC Quotation and Parking Lot Maintenance Quotation.....76-80
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
- No Meeting Held.....81

Matters for Library Board Action

- A. Approve to change the use of the word from "guest" to "patron" for all Library Public Policies and HR Policies and verbal and written communications as it relates to users of the Novi Public Library. This would be a global change for the organization.....69

Trustee Bartlett: Wondered what the connotation was of moving from "guest" to "patron."

Director Farkas: Explained that the Library is proposing going back to using "patron." They tried switching to "guest," but it has not stuck. "Patron" is the tried-and-true term for libraries nationwide.

Trustee Halvangis: Agrees with the rationale presented for switching back to "patron," that it represents more of a partnership between the user and the Library.

Motion: To approve changing the use of the word from "guest" to "patron" for all Library Public Policies and HR Policies and verbal and written communications as it relates to users of the Novi Public Library.

Motion for Approval – 1st – Trustee Dooley

2nd – Trustee Halvangis

Motion passes – 4-0

- B. Approve 2024-2025 document as a public communication tool for strategic planning purposes.....74-75

Trustee Halvangis: Asked about the bullet point regarding a public printing solution and wondered if that is not something the Library offers.

Director Farkas: Explained that the Library does offer public printing, but that it has not been working well and needs to be improved to offer a more seamless experience for patrons.

Trustee Bartlett: Thanked staff for all the work they have put into this document and the entire strategic plan.

Trustee Dooley: Expressed wanting to make sure the branding colors were accurate on the document and wanting to make sure the document is shared in smaller chunks on social media.

Motion: To approve the 2024-2025 document as a public communication tool for strategic planning purposes

Motion for Approval – 1st – Trustee Bartlett

2nd – Trustee Dooley

Motion passes – 4-0

- C. Approve a 1 (one) year Janitorial Services contract with GDI Integrated Facility Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$8,680.04 (\$104,160.50 annually).....76-77

Trustee Sturing: This was discussed at length in the Building & Grounds Committee. This is designed to improve the current janitorial service that we are dissatisfied with.

Motion: To approve a 1 (one) year Janitorial Services contract with GDI Integrated Facility Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$8,680.04 (\$104,160.50 annually

Motion for Approval – 1st – Trustee Bartlett

2nd – Trustee Halvangis

Motion passes – 4-0

- D. Approve the option of closing on Friday, May 24th if there is a concern for weather projected for any part of the holiday weekend. Staff would work on May 24th, but the Library would be closed to the public. Notice to staff and the public can be made as late as Wednesday, May 22nd. This will allow for a little more flexibility with the vendor as well as giving the City access to the Library's parking lot on Monday, May 27th for the Memorial Day Parade events.....80

Trustee Sturing: Explained that parking lot maintenance will be performed over the weekend, but if the weather looks questionable over the weekend, this will give the Library the power to make the decision to close to the public on Friday so the crews can start Friday and still finish the project over the weekend.

Director Farkas: Emphasized the need for the project to be finished before Monday, when the City of Novi has multiple Memorial Day events taking place in the area.

Motion: To approve the option of closing on Friday, May 24th if there is a concern for weather projected for any part of the holiday weekend. Staff would work on May 24th, but the Library would be closed to the public. Notice to staff and the public can be made as late as Wednesday, May 22nd. This will allow for a little more flexibility with the vendor as well as giving the City access to the Library's parking lot on Monday, May 27th for the Memorial Day Parade events

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Bartlett

Motion passes – 4-0

Communications

- 1. 4/11/24: Letter from Doreen Poupard, Fox Run Resident, Re: Presentation.....82
- 2. 4/12/24: Email from Priya Gorumurthy, City Council Member, Re: Library Budget.....83

Closed Session

No Closed Session

Adjournment

Motion: Motion to adjourn at 7:39 PM
Motion to Adjourn – 1st – Trustee Bartlett
2nd – Trustee Halvangis

Motion Passes – 4-0

Supplemental Information

- Library Closings 2024.....84
- Library Board Calendar 2024.....85

2024 Future Events:

- 5/8/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library
- **LIBRARY CLOSED: May 12 for Mother's Day**
- 5/15/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 5/23/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: May 25 – May 27 for Memorial Weekend Holiday**
- 6/3/24: Summer Reading Program begins
- 6/12/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library
- 6/12/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **LIBRARY CLOSED: June 16 for Father's Day**
- **LIBRARY CLOSED: June 19 for Juneteenth**
- 6/27/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers



Kat Dooley, Secretary

May 23, 2024

Date