



**Library Board of Trustees – Regular Meeting  
MINUTES  
September 28, 2023, 7 PM  
Novi City Council Chambers**

**Final Draft**

**Call to Order by President Mark Sturing**

City Council Chambers  
Called to order by President Mark Sturing at 7:03 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Vice-President Crawford**

**Library Board – 4 Board Members were recorded present**

- Mark Sturing, President
- Kathy Crawford, Vice-President – Absent Excused
- Sreeny Cherukuri, Treasurer
- Kat Dooley, Board Member – Absent Excused
- Priya Gurumurthy, Board Member - Absent Excused
- Ajeeta Gawalapu, Board Member
- Brian Bartlett, Secretary

**Student Representatives**

Vacant

**Library Staff**

Julie Farkas, Director

**Approval of Agenda**

**Motion:** To approve the Agenda with the modification that the Collections Policy be reviewed and discussed rather than be approved. The Collections discussion will be moved to the end of Matters for Board Action.

Motion for Approval – 1<sup>st</sup> – Trustee Cherukuri  
2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 4-0**

**Consent Agenda**

1. Approve Minutes of: August 24, 2023 Regular Board Meeting .....5-11
2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#630).....12-14

**Motion:** To approve the Consent Agenda as presented.

Motion for Approval – 1<sup>st</sup> – Trustee Gawalapu  
2<sup>nd</sup> – Trustee Cherukuri

**Motion passes – 4-0**

**Presentations**

None

**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 insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting. The materials cannot be changed before the meeting.

No Public Comment

**Reports**

- 1. Student Representatives Report – August, 2023.....15-16
- 2. President's Report (Mark Sturing)
  - A. President's comments, Trustee experiences and involvement.....17-18
- 3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 ..... 19-21
  - B. 2023-2024 Contributed Fund Budget 272 .....22
  - C. Financial Report August 31, 2023.....23
  - D. Library Fund 271 Expenditure & Revenue Report as of as of August 31, 2023.....24-26
  - E. Library Fund 272 Contributed Fund as of August 31, 2023.....27
  - F. Balance Sheets for Funds 271 and 272 as of August 31, 2023 .....28-29
- 4. Director's Report (Julie Farkas) ..... 30-36
  - A. Information Technology Report (Jeffrey Smith).....37-39
  - B. Facilities Report (Keith Perfect).....40
  - C. Information Services Report (Hillary Hentschel).....41-44
  - D. Support Services Report (Maryann Zurmuehlen).....45-48
  - E. Library Usage Statistics.....49-58
  - F. Friends of Novi Library: Agenda 9/13/23; Minutes 8/9/23.....59-63
  - G. City of Novi Historical Commission: Minutes 6/21/23; Minutes 7/19/23.....64-67

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No Public Comment

## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Betty Lang, Dana Brataniec and Hillary Hentschel
  - Meeting Held: September 21  
Re: Collections Development Policy and Meeting Room Policy .....68-87
  - **GOALS 2022-2023: (NEED NEW GOALS)**
    1. Continued review of public policies
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn
    - New HR Specialist, Kristen Sullivan, began on Monday, September 11
    - No Meeting Held: Staff HR Committee met with the HR Attorney to review the first draft of the new policy manual.....88
    - Next Meeting: October 3
  - **GOALS 2022-2023: (NEED NEW GOALS)**
    1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
    2. Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention
    3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library
  
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Cherukuri, Bartlett, Sturing, Staff Liaison – Julie Farkas)
  - Meeting Held: September 21  
Reviewed 1<sup>st</sup> Quarter revisions to the 23/24 budgets for 271 & 262: a recommendation will be made.....88
  - **GOALS 2022-2023: (NEED NEW GOALS)**
    1. Review Financial Plan
    2. Library Endowment/Foundation investigation
    3. Salary Comparison and review; last done in 2018
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meeting Held: September 20.....88
  - Next Meeting: N/A
  - **GOALS 2022-2023: (NEED NEW GOALS)**
    1. Continuing support with Friends of Library; more board presence at their events
    2. Marketing plan update
    3. Marketing efforts put in place for the Strategic Plan
  
5. **Strategic Planning Committee:**  
(Chair: Bartlett, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
  - Meeting Held: September 20  
Began the goal/action setting for the first 12 months of the new plan.....88
  
6. **Building & Grounds Committee:**  
(Chair: Gwalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
  - No Meeting Held
  - **GOALS 2022-2023: (NEED NEW GOALS)**

1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces
2. Review NPL's current Technology Plan

**7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**

(Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)

· Next Meeting: September 26.....89

· **GOAL 2022-2023: (NEED NEW GOALS)**

1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed

**8. DEI: Diversity, Equity and Inclusion Committee**

(Chair: Dooley, Gurusurthy, Crawford, Staff Liaison – Julie Farkas)

· Meeting Held: September 1 and September 22.....89

· Next Meeting: October 10

· **GOALS 2022-2023: (NEED NEW GOALS)**

1. Recommend all Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person)
2. Assist in launching the DEI Scorecard for NPL
3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Closed Session**

1. Attorney-Client Privileged Written Communication

**Motion:** To move into closed session to discuss Attorney-Client Privileged Written Communication

1<sup>st</sup> – Trustee Cherukuri

2<sup>nd</sup> – Trustee Bartlett

**Motion passes – 4-0**

**Return from Closed Session**

**Matters for Library Board Action**

- A. Approve revisions to the Meeting Room Policy (reviewed by staff, attorney and Policy Committee).....83-87

**Director Farkas:** Largest change to the policy was the violation language that was suggested to add by the attorney. Just modified some redundant language elsewhere to clarify the policy. The policy focuses on resident/non-resident usage. In most cases the policy works quite well.

**Trustee Gawalapu:** Clarified the usage regarding organizations per residents and non-residents.

**Motion:** To approve revisions to the Meeting Room Policy

- 1<sup>st</sup> – Trustee Bartlett
- 2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 4-0**

B. Approve 2023-2024 271 Budget – 1<sup>st</sup> Quarter Amendment.....19-21

**Motion:** To approve 2023-2024 271 Budget – 1<sup>st</sup> Quarter Amendment

- 1<sup>st</sup> – Trustee Cherukuri
- 2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 4-0**

C. Approve 2023-2024 272 Budget – 1<sup>st</sup> Quarter Amendment.....22

**Motion:** To approve 2023-2024 272 Budget – 1<sup>st</sup> Quarter Amendment

- 1<sup>st</sup> – Trustee Cherukuri
- 2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 4-0**

D. Approve revisions to the Collection Development Policy (reviewed by staff, attorney, Policy Committee & DEI Committee).....73-76

**Trustee Cherukuri:** Asked how the Collection Policy related to internet use and control of underaged persons using the internet. Under signage and stickers, what items are available such as movie/TV ratings similar to these guides? These could be used to facilitate these decisions for parents.

There were questions regarding display cabinets and displays near where teens are. There were several questions regarding sponsors and partners and how they are chosen for displays. He is concerned about what is displayed and how those displays are chosen during various library programs. He also wants to know how books are selected.

**Director Farkas:** Indicated the internet use is controlled by the client's library card that indicates their age. The library has a separate internet policy addressing their use and non-resident usage. In most cases the policy works quite well. The stickers are initiated by the publishers themselves, and movie type stickers could draw students to certain items.

Displays and programs are selected by library staff. Outside vendors are not given control of displays or contents. Library staff often drives programming based on programs such as black history month, Native American history month, etc. There are no partitions or walls in the library so any patron may see certain displays. Book selections are choices of librarians on staff. They may use other organizations such as MLA and other industry and publisher

trade organizations as reference. They are not responsible for reading each item on display in its entirety.

**Trustee Sturing:** The library and staff is responsible for the displays and believes they do the best job they can. He feels that the putting the burden of analysis beyond the guidelines established by the publisher is not a wise use of library time.

**Trustee Bartlett:** Supported the original proposal in committee. Wants to be sure that the library staff is free to use their creativity and educational background. Is not looking for a policy that creates a burden to the library staff.

**NO ACTION TAKEN**

**Adjournment**

**Motion:** Motion to Adjourn at 8:31 PM  
1<sup>st</sup> - Trustee Bartlett  
2<sup>nd</sup> - Trustee Sturing

**Motion Passes – 4-0**

**Communications**

- 1. 8/21/23: Email from: Melissa McCann Re: Treatment of Children with Disabilities...90-92
- 2. 9/12/23: Email from: Kathleen Nagle Re: Youth Activity Room Usage for Tutors.....92-93

**Supplemental Information**

- Library Board Calendar 2023 and 2024..... 94-95
- Library Closings 2023 and 2024 ..... 96-97

**2023 Future Events:**

- **10/9: Senior Day at NPL 10am-3pm**
- 10/11: Friends of Novi Library Regular Meeting – **CANCELLED**
- **10/15: National Friends of Library Week**
- 10/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **10/24: Community Reads Event – Emiko Jean author of Mika in Real Life at 7pm, Novi Public Library**
- **10/25: Friends Applebee's Fundraiser: Dine-In, Take Out, Pick-up**
- **10/26: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers**
- **10/28: Vera Bradley Event – Friends of Novi Library 10am-5pm, Twelve Oaks Mall**
- 11/8: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **11/11: Wreaths Across Novi event at 11am, Novi Cemetery on Novi Road**
- 11/15: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **11/16: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**



Brian Bartlett, Secretary

October 26, 2023

Date