



**Library Board of Trustees – Regular Meeting  
MINUTES  
July 27, 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 Secretary Brian Bartlett**

**Library Board – 7 Board members were recorded present**

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

**Student Representatives**

Abhay Kakarla – absent excused

**Library Staff**

Julie Farkas, Director

**Approval of Agenda**

**Motion:** To Approve the Agenda as presented.  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**

**Consent Agenda**

- 1. Approve Minutes of: June 22, 2023 Regular Board Meeting .....5-11
- 2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#628).....12-14

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

Motion for Approval – 1<sup>st</sup> – Trustee Dooley

**Motion passes – 7-0**

**Presentations**

2023 Staff Awards:

- A. Customer Service: Shang-Yeu Chang and Mary Robinson
- B. Community Champion: Hillary Hentschel and Support Services Outreach Team:  
Elizabeth Kopko, Tracey Pelletier, Jean Aldrich and Pat Amireskandari
- C. Above & Beyond: Danielle Mazur, Rae Manela, Emily Lonchar, Bill Bembeneck and Shannon O’Leary

**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.

**Doreen Poupard** - Fox Run. Thanked the Board of Trustees for their work and the presentation to Fox Run by President Sturing and Director Farkas.

**Nelly Tester** – Cascade. Spoke out regarding the “cross” stickers used for designating Christian fiction and ALA policies. (Letter to the Library included in the packet.)

**Reports**

- 1. Student Representatives Report – June 2023..... 15-16
- 2. President's Report (Mark Sturing)
  - A. President's comments, Trustee experiences and involvement
  - B. Attended the Friends Annual Meeting on July 12th at 7pm
  - C. Year End Goals Report for 2022-2023.....17-20
  - D. Presenting at Fox Run on Wednesday, July 26 to the newly formed Women's Club about the Library with Director Farkas
- 3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 ..... 21-23
  - B. 2023-2024 Contributed Fund Budget 272 .....24
  - C. Financial Report June 30, 2023.....25
  - D. Library Fund 271 Expenditure & Revenue Report as of as of June 30, 2023.....26-28
  - E. Library Fund 272 Contributed Fund as of June 30, 2023.....29-30
  - F. Balance Sheets for Funds 271 and 272 as of June 30, 2023 .....31-32
- 4. Director's Report (Julie Farkas) ..... 33-42
  - A. Information Technology Report (Jeffrey Smith)..... 43-45
  - B. Facilities Report (Keith Perfect).....N/A
  - C. Information Services Report (Hillary Hentschel).....47-50
  - D. Support Services Report (Maryann Zurmuehlen).....51-61
  - E. Library Usage Statistics.....62-71
  - F. Friends of Novi Library.....72-83

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None

**Committee Reports** - Note Committee assignments following reflect 2022-2023 assignments

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
  - No meeting held
  - **GOALS 2022-2023:**
    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
  - No meeting held
  - Director Farkas has been interviewing candidates for the HR Specialist position. Interviews are currently being conducted for Systems Administrator, Full-time
  - Outreach Librarian and Teen Space Monitor. The Full-time Youth Librarian position has been filled.
  - The Part-time Youth and Teen Programming Coordinator has been filled.
  - The Full-time Support Services Supervisor has been filled.
  - Director Farkas has been working with Foster & Swift, HR Attorneys, to have a full review of the current HR Policy Manual for NPL. The goal is for the full manual to be proposed to the Library Board in late November/December for review and approval.
  - **GOALS 2022-2023:**
    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)
  - No meeting held
  - **GOALS 2022-2023:**
    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)

· Next Meeting: July 25

· **GOALS 2022-2023:**

- 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, Gorumurthy, Crawford, Staff Liaison – Julie Farkas)

- Meeting held: June 28
- Director Farkas offered 3 Strategic Planning meetings to staff on July 18, 19 and 20 for staff to go over the draft of the Strategic Plan and ask questions. A total of 20 people attended.
- Next meeting scheduled for: Wednesday, July 26. Strategic Planning Retreat group reviewing the document, hosted by Re-Thinking Libraries on Zoom.
- Draft of Strategic Planning document for review and Board approval.....88-91

**6. Building & Grounds Committee:**

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

- Meeting held: June 20.....92-93
- **GOALS 2022-2023:**
  - 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)

- Meeting held: July 25
- **GOAL 2022-2023:**
  - 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, Gorumurthy, Crawford, Staff Liaison – Julie Farkas)

- Meeting held: June 28.....94
- Next Meeting: July 25
- Letter from Nelly Tester Re: Christian stickers on books .....95
- **GOALS 2022-2023:**
  - 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

**Matters for Library Board Action**

- A. Approval of Strategic Planning document proposed by ReThinking Libraries, currently reviewed and recommended by the Strategic Planning Committee.....88-91

**Trustee Bartlett** Discussed the process for analyzing and reviewing the plan. Staff and the Core team have gone through several iterations of the plan. Last evening the plan was reviewed with the members of the community retreat team. As suggested by several community members, the board focused on 'action words' meant to be motivational. The first two pages of the plan cover the plan summary and then

subsequent pages go into greater detail. A list of activities to move the strategic plan forward will be the next step after a plan is adopted.

**Director Farkas** Noted how the words in the mission can be used interchangeably and was pleased with how these turned out. Some of the community feedback has already been incorporated in the plan before trustees. This library staff feels this document can be approved tonight. This will enable significant work to commence going forward.

**Trustee Sturing** Appreciated the work that went into this plan and felt it was an excellent document.

**Trustee Crawford** Noted that this is just the start of a process. This document will simply guide significant work that will occur over the next few years.

**Trustee Cherukuri** Asked if this document incorporated all the feedback from the community feedback sessions and meetings.

**Trustee Bartlett** Indicated that this did include feedback from all groups. Several areas were uncovered with one of the most notable being an over-stretched staff. It will be important that the board analyzes new initiatives not only in terms of cost but efforts needed.

**Director Farkas** Indicated that the Library needs to get used to saying “No” rather than trying to satisfy each and every request. It is something that will take some practice.

**Trustee Dooley** Was happy with being part of the process in the early phases and is excited to see the document finally coming to completion. She wanted to thank the community for their participation and efforts in this process. ReThinking Libraries noted how involved the community was.

**Trustee Gurumurthy** Enjoyed being on the Strategic Committee during this process from the beginning. She was impressed with the methodology and abilities of ReThinking Libraries. Looking forward to the work plans as they implement this plan and how we can incorporate this plan into various committee goals.

**Motion:** To approve the Strategic Planning document proposed by ReThinking Libraries

Motion for Approval – 1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Crawford

**Motion passes – 7-0**

- B. Recommendation from Building & Grounds Committee to approve a 4-year lease contract with Canon at a not to exceed annual cost of \$12,120.00.....92-93

**Trustee Gawalapu** The Building & Grounds Committee received a very detailed presentation and analysis regarding this replacement. Would encourage the board to move forward.

**Trustee Sturing** Agrees with the thoroughness of this proposal and would also support it.

**Trustee Gurumurthy** Since we are changing vendors is there a plan for piloting or testing the new solution?

**Director Farkas** There are no plans for a pilot period, but the library staff has performed a successful test and they have visited the City office who has already made the switch. The Library anticipates an easy transition with no significant downtime.

**Motion:** To approve a 4-year lease contract with Canon

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

**Motion passes – 7-0**

**Communications**

- 1. Email from Novi Education Foundation Re: Gala Donation.....96
- 2. Email from Aamani Cherukuri Re: Sunday Hours.....97

**Closed Session**

None

**Adjournment**

**Motion:** Motion to Adjourn at 8:12 PM

1<sup>st</sup> - Trustee Crawford  
2<sup>nd</sup> - Trustee Gurumurthy

**Motion Passes – 7-0**

**Supplemental Information**

- Library Board Calendar 2023 –2024 .....98-99
- Library Closings 2023 and 2024.....100-101

**2023 Future Events:**

- 8/9: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library \*\* Time Change
- 8/12: Summer Reading Program Ends
- 8/16: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 8/18: LIBRARY CLOSED – Staff In-Service Day
- 8/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **9/2 – 9/4: LIBRARY CLOSED – Labor Day Weekend**



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Brian Bartlett, Secretary

August 24, 2023

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Date