



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
May 25, 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 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – 6 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 - Absent

Student Representatives

Abhay Kakarla

Library Staff

Julie Farkas, Director

Approval of Agenda

Director Farkas: Sent an addition to the Board for item G. This is a set of bids for updating the WiFi network at the library. This was presented to the Building and Grounds Committee and would be added as Matters for Board Action, item G.

Motion: To Approve the Agenda with the addition of item G.

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Gurumurthy

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: April 27, 2023 including addendum 1 for February 9, 2023 Strategic

Planning Retreat Session notes.....	5-11
Approve Claims and Warrants of:	
A. Accounts 268/217 and 269/272 (#626).....	12-14

Trustee Dooley: Recommended that item 1, Minutes for April 27, 2023 be amended. The minutes didn't include the exact language for the motion made regarding making the library fine free and presented the language derived from the video recording.

Trustee Sturing: Reviewed the proposed change. Suggested removing the date in the proposed change language. The proposal approved had no end date, so including it in the minutes could create confusion.

Motion: To Approve the Consent agenda with the modified language for the Fine Free board action.

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

Motion passes – 6-0

Presentations

1. Check presentation by Shinso American Corporation:
President - Makio Ono
Treasurer - Akinori Kitamura
HR Manager - Alicia Hendershot

The board and library staff thanked Shinso for their generous \$1,000 donation to the summer reading program. A picture of the check was taken for posting on the library website and social media.

2. Demonstrations for Recite Me and Library App by Dana Brataniec:

Dana Brataniec presented the Recite Me app and its capabilities for assisting library guests who can find websites and print challenging. She reviewed means of personalizing the website to include items such as enlarged print, voice assistance (including language translation) and reading aids.

Board members voiced their support and discussed means of getting word of this out to the public, especially the senior and English as a second language communities.

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 – April, 202315

2. President's Report (Mark Sturing)	
A. Committee assignments.....	16
B. President's comments, Trustee experiences and involvement	
C. Library Director Annual Review – Thursday, June 22 nd – request for Closed Session by Director Farkas – provided by the HR Committee	
3. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report April 2023.....	17
B. 2022-2023 Library Budget Fund 271.....	18-20
C. 2022-2023 Contributed Fund Budget 272.....	21
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F. Balance Sheets for Funds 271 and 272 as of April 30, 2023.....	27-28
4. Director's Report (Julie Farkas)	29-31
A. Information Technology Report (Jeffrey Smith).....	32-34
B. Facilities Report.... (Keith Perfect).....	34-35
C. Information Services Report.... (Hillary Hentschel).....	35-38
D. Support Services Report.... (Maryann Zurmuehlen).....	39
E. Library Usage Statistics.....	40-48
F. Friends of Novi Library - Minutes 4/12/23, 5/10/23: Focus on Friends.....	49-53
G. City of Novi Historical Commission – Minutes 3/15/2023, 4/19/2023.....	54-58

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No Public Comment.

Committee Reports – Note: Committee assignments following reflect 2022-2023 assignments

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett, Staff Liaison – Julie Farkas)
 · Staff Committee: Julie Farkas, Kim Swejkoski, 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
 · Meetings Held: May 3 and May 13, 2023.....59-61
 · **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.

Trustee Crawford: Will be distributing a review form for Julie Farkas' annual review to all board members. Please return this form to her by June 19, 2023

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 · Meetings Held – May 9 and May 18, 202361
 · **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: Dooley, Bartlett, Gorumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
 · Meeting held May 15, 202361
 · No new meeting scheduled
 · **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, Dooley, Gorumurthy, Staff Liaison – Julie Farkas)
 · Meeting held May 15, 2023.....61-63

6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 · Meeting held: May 23, 202363
 · **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**
 (Bartlett, Sturing, Staff Liaison – Julie Farkas)
 · Next Meeting: No meeting scheduled
 · **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, Staff Liaison – Julie Farkas)
 · Meeting held on: February 27, 202369
 · Next meeting: No meeting scheduled

· **GOALS 2022-2023:**

1. Recommend all Board Trustees – Attend at least 3 DEI trainings minimum 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. Recommendation to close on Sundays for the 2023 summer (Sunday, June 18th – Sunday, September 3rd, 2023) due to a current staff shortage. Reviewed by HR and Finance Committee

Trustee Cherukuri: This is justified due to our staffing limits. This is a natural extension of our financial situation to save money. He does not support permanently closing the library on Sundays on a permanent basis.

President Sturing: Though it will save money, agrees with the justification for this closing is the current staff shortage. This is indicative of the general problems facing the country in filling positions at all levels in many organizations. He will be supporting this position.

Trustee Dooley: Thanked the Finance Committee for reviewing this. Based upon the overload of the library staff, she will be supporting this effort. The strategic planning process opened the eyes of many to the stress on our current employees.

Trustee Crawford: Wanted to assure the public that this was not a sudden decision. Due to the financial situation and our staff shortages, this made the most sense to effect the decision with the least impact on the library guests.

Trustee Gurumurthy: For full-time working parents, Sundays are more critical than during the school year. Wonders what impact the recent survey regarding library hours and times preferences and whether it was consulted.

Director Farks: The strategic plan was not consulted as it has not been finalized and the question was not asked in a manner that indicated it was considering closing on any given day. This is a temporary situation and she believes that staff will enjoy the opportunity for a break.

Trustee Bartlett: Noted that for the stretched staff, it will hopefully be helpful for them to plan summer events knowing that Sundays were always free on their schedule.

Motion: To close the Novi Public Library on Sundays from June 18th to Sunday September 3rd, 2023

1st – Trustee Crawford

2nd – Trustee Dooley

Motion passes – 6-0

- B. Modify Hours of Operation Policy revisions

Trustee Dooley: Noted the policy was revised for the summer Sunday closures and verified the policy had a sunset and would not have to be returned to the board for the approval.

Motion: To approve the revised Hours of Operation Policy

1st – Trustee Dooley

2nd – Trustee Gurumruthy

Motion passes – 6-0

C. Emergency Closing Policy revisions

Director Farkas: Modification is more complete description of Emergency Closures as they relate to employee compensation and expectations regarding work during and after such closures.

Motion: To approve the revised Hours of Operation Policy

1st – Trustee Crawford

2nd – Trustee Dooley

Motion passes – 6-0

D. Staff Volunteer Time Policy revisions

Director Farkas: The policy last modified in 2016, defines how employees can apply to be compensated for volunteer work done as a library employee in the community. It defines the application and approval process.

Director Gurumurthy: Discussed the length of advanced notice discussed in the policy, wondering if it was too long.

Director Farkas: Indicated that a time frame in the policy needed to be defined, but in practice, the HR department was very flexible.

Motion: To approve the revised Staff Volunteer Time Policy

1st – Trustee Dooley

2nd – Trustee Gurumurthy

Motion passes – 6-0

E. iCube Usage Policy revisions

Director Farkas: The existing iCube policy was developed over several years starting with the 3D printer that existed before the iCube. This policy consolidates 2 previous policies and cleans up the policy language to make it easier to use for staff. This has been reviewed with the staff Policy Committee and iCube team.

Director Dooley: Asked the reason for how the bullet points are formatted within the policy.

Director Cherukuri: Discussed the distinctions of Red, Yellow, and Green equipment. Asked about the policy as some items as Red, Green, or Yellow. Was wondering why some items are focusing on Red items within the policy. Also wondered if items in the iCube could be damaged.

Director Farkas: The bullet point usage in the policy is an attempt to standardize formatting within the library policies. The focus on Red items are those pieces of equipment that always require assistance from iCube staff. Green items the public can utilize without assistance. Yellow items require some assistance from iCube staff. It is conceivable that once a guest is accustomed to the use of a Yellow item, they can use it in the future with no staff assistance. The iCube has not had a problem with damaged equipment.

Motion: To approve the revised iCube Usage Policy

1st – Trustee Cherukuri

2nd – Trustee Bartlett

Motion passes – 6-0

F. Food Policy revisions

Director Farkas: This modification limits food on the second floor to certain spaces where food is not allowed. The library continues to have positive experience with the Café usage and it makes sense to open up some areas on the second floor for food consumption.

Motion: To approve the revised Food Policy

1st – Trustee Cherukuri

2nd – Trustee Dooley

Motion passes – 6-0

G. Approve the purchase of upgraded WiFi Equipment.

Trustee Bartlett: Upon reviewing the various bids, had questions regarding the number of access points and coverage. Many used similar equipment and range of access points vary considerably.

Trustee Sturing: Indicated that the bid proposal included fewer access points, but they have greater power and range than the other proposals per IT staff.

Trustee Cherukuri: This technology will transition the library from 802.11g to 802.11ac. This will provide higher throughput for the WiFi connection, especially when it comes to upload speeds. The configuration server is now in the cloud enabling easier vendor support and reducing IT infrastructure the library is responsible for.

Director Farkas: For outside support there are access points both for the back patio area and the parking lot out front. The library does not have to supply WiFi to the township hall in Fuerst Park as it has its own network. This is not related to library hot spots. The current system is 13 years old.

Trustee Gurumurthy: Clarified the license time frame as all equipment will be covered for 5 years.

Trustee Cherukuri: Wanted to clarify that the funds would hit the 2023-2024 budget rather than the current budget.

Director Farkas: Equipment will not arrive until the end of June and would be spent against the 272 budget.

Motion: To accept the proposal from TLN for a comprehensive WiFi solution for inside and outside the Novi Public Library for \$22,924.70. Funds to be expended in the 2023-2024 budget

1st – Trustee Crawford
2nd – Trustee Cherukuri

Motion passes – 6-0

Communications

None

Adjournment

Motion: Motion to Adjourn at 8:52 PM
Motion - Trustee Crawford
2nd - Trustee Gurumurthy

Motion Passes – 6-0

Supplemental Information

· 2023 Songfest Events at Paradise Park hosted by Friends of Novi Library.....	85
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2023 Future Events:

- **5/28: LIBRARY CLOSED**
- **5/29: LIBRARY CLOSED**
- 6/5: Summer Reading Begins! (Monday, June 5 – August 12, 2023)
- 6/6: Friends of Novi Library Regular Meeting at 2pm, Novi Public Library
- **6/18: LIBRARY CLOSED**
- **6/19: LIBRARY CLOSED**
- 6/21: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 6/22: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **7/4: LIBRARY CLOSED**



Brian Bartlett, Secretary

June 22, 2023

Date