



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
July 21, 2022, 7 PM
Novi Library – Public Meeting Room**

Final Draft

Call to Order by President Kathy Crawford

City Council Chambers

Called to order by President Kathy Crawford at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – All Board members were recorded present

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

Student Representatives

Abhay Kakarla
Rida Salim – Absent/Excused

Library Staff

Julie Farkas, Director

Legal Counsel

Debra Walling, Attorney
Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

Motion: To Approve the Agenda as documented in the board packet.

Motion for Approval – 1st – Trustee Gurumurthy

2nd – Trustee Dooley

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: June 22, 20225-10
2. Approve Minutes of: July 9, 2022 - Board Retreat.....11-13
3. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#616).....16-18

Motion: To Approve the Consent agenda as documented.

Motion for Approval – 1st – Trustee Michener

2nd – Trustee Cherukuri

Motion passes – 7-0

Presentations

1. Introduction of Hillary Hentschel, Information Services Dept. Head
2. Recognition of Library Staff for Annual Staff Awards

Director Farkas presented several Library Awards:

Above and Beyond Awards

Eva Sabolcik – Filled in for leadership in support services
Kristin Abate – Keeping IT Services on track in spite of turnover
Mary Grewell – excellence in tech service support
Jessica Holowicki – Developed expertise and provided customer support in iCube
Nicole Williams – established on board process and leadership- 1st year on board

Customer Service Awards

Ammar Shihab – High level of customer support to staff and visitors
Lindsay Gojcaj – Support delivery as Teen Librarian
Facilities: Bill Bembeneck, Joe Ploski, Keith Perfect – Deliver effective
Facilities management in face of shortages
Dorothy Monty - 11 years as the Sunday Librarian

Community Champion Awards

Shannon O’Leary – International support/Asian month coordination with school
Kristen Malzahn – Management of Novi Library at your door
Gail Anderson – Integrating both virtual programs and expanding live events

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.

Sharon Trumpy, Harvest Drive, Novi, MI
Congratulated staff member on their awards and spoke of board's work in the recent retreat.

Jason Michener, Harrier Place, Novi, MI
Congratulated library staff on their awards

Reports

| | |
|---|--------|
| 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – June 2022..... | 19 |
| A. Students will present their end of year report at the August 25 th meeting | |
| 2. President's Report (Kathy Crawford) | |
| A. 2022/2023 Library Board Goals | 20-22 |
| B. Board retreat photos..... | 23 |
| 3. Treasurer's Report (Sreeny Cherukuri) | |
| A. Financial Report June 2022..... | 24 |
| B. 2021-2022 Library Budget Fund 268..... | 25-27 |
| C. 2021-2022 Contributed Fund Budget 269..... | 28 |
| D. Library Fund 268 Expenditure & Revenue Report as of June 30, 2022 | 29-31 |
| E. Library Fund 269 Contributed Fund as of June 30, 2022 | 32 |
| F. Balance Sheets for Funds 268 and 269 as of June 30, 2022 | 33-34 |
| 4. Director's Report (Julie Farkas) | 35-47 |
| A. Information Technology Report | 47-49 |
| B. Facilities Report..... | 50 |
| C. Information Services Report | 51-58 |
| D. Support Services Report | 59-60 |
| E. Library Usage Statistics..... | 61-70 |
| F. Friends of Novi Library Minutes | 94-101 |
| G. City of Novi Historical Commission..... | N/A |

Public Comment

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No Public Comment.

Committee Reports

- Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
· Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
· **GOALS 2022-2023:**
 - Continued review of public policies

- As of July 16, 2022: Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams) · Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 · Meeting held: June 21st,

HR Committee has finalized review of salary information and drafted a MEMO for the Library Board.....71-75

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: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)
 · Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7th to discuss their Trust and how it is managed.
 · Meetings held: July 13th and July 16th to review salary comparison information and review investment information.....76-77

· **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, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec) · No meeting held; events attended by Library Board Trustees78

· **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, Gurumurthy, Staff Liaison – Julie Farkas).
 · Strategic Plan RFP was sent out Wednesday, June 29th; Last date for questions was July 11th; Bid Opening is Thursday, July 21st at 3:00pm at City of Novi.

6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 · RFP for Air-conditioning unit was sent out on July 8th; Mandatory Pre-proposal meeting & walk-through is scheduled for July 20th; Last date for questions is July 27th; Bid opening is Thursday, August 4th at 2:00pm at City of Novi.

· **GOALS 2022-2023:**

1. Explore ways to make our infrastructure (i.e. phone, security system) to be 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: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)

· No meeting; no report.

· **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, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams) ·

Meeting held on July 6th 78-79

· Next meeting: August 9th

· **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

Included in the board's information is a study on Fine Free conducted for New Jersey Public libraries provided by Trustee Michener.

Matters for Library Board Action

- 1. Motion to approve the 2022-2023 Salary Structure addressing grades 1 through 5 for salary adjustments by January 1, 2023, and grades 6-12 for salary adjustments by July 1, 2023..... 71-75

Trustee Crawford: Discussed the proposal generated by the Human Resources Committee and sent to finance for consideration. The library has a shortage of staff resources. There are issues with competitive salaries that effect both the recruitment and retention of staff.

Trustee Bartlett: Reviewed the proposal from Financial staff. The salary levels in the library will be reviewed with mid-fiscal year adjustments for part time personnel. (January 2023) This will impact fund balance and the 2022-2023 budget. Adjustments will be evaluated for full time staff for the July 2023-July 2024 budget year. This has the largest impact for part time staff that has the largest need for recruitment and retention.

Motion: To approve the 2022-2023 Salary Structure addressing grades 1 through 5 for salary adjustments by January 1, 2023 and grades 6-12 for salary adjustments by July 1, 2023.

Motion- Trustee Dooley
2nd-Trustee Cherukuri

Motion Passes – 7-0

Adjournment

Motion: Motion to Adjourn at 8:12 PM
Motion- Trustee Michener
2nd-Trustee Gurumurthy

Motion Passes – 7-0

Supplemental Information

- Library Closings 2022 and 2023 102-103
- Library Board Calendar 2022.....104

2022 Future Events:

- 8/2: Primary Election – Library lobby opens at 7:00am for voters (precinct 18)
- 8/12: LIBRARY CLOSED – Staff In-Service Training
- 8/13: Summer Reading Program Ends
- 8/10: Friends of Novi Library Regular Meeting at 7pm, Novi Library
- 8/17: Novi Historical Commission Regular Meeting at 7pm, Novi Library
- 8/25: Library Board of Trustees Regular Meeting at 7pm, City of Novi – Council Chambers
- 9/1: LIBRARY CARD SIGN UP MONTH – SEPTEMBER
- 9/3-9/5: LIBRARY CLOSED – Labor Day Weekend



Brian Bartlett, Secretary

August 25, 2022

Date