



**Library Board of Trustees – Regular Meeting
Final Draft - MINUTES
December 21, 2023, 7 PM
Novi Public Library**

Final Draft

Call to Order by President Mark Sturing

Novi Public Library – Board Room
Called to order by President Mark Sturing at 7:02 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Vice-President Crawford

Library Board – 5 Board members were recorded present

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

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director

Approval of Agenda

Motion: The presentation for Recognition of Years of Service to the Senior Book Discussion Program will not occur tonight and will be presented at a future meeting. Motion to approve the Agenda minus the listed presentation (Pages 1-4 of the board packet).

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

Motion passes – 5-0

Consent Agenda

1. Approve Minutes of: November 16, 2023 Regular Board Meeting5-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#633).....13-16

Motion: To approve the Consent Agenda as presented.

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

Motion passes – 5-0

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.

Mike Ducheneau discussed the need for a program where seniors could contribute to the Library from IRAs that require RMD's (Required Minimum Distributions) for tax planning. QCD's (Qualified Charitable Distributions) can help seniors manage tax liability and support organizations such as the Library.

Reports

- 1. Student Representatives Report – November, 2023.....17-18
- 2. President's Report (Mark Sturing)
 - A. Approved 2022-2023 Annual Report.....19-24
 - B. President's comments, Trustee experiences and involvement

Member Priya Gurumurthy has been appointed to fill the remaining 2 years of Justin Fischer's term on City Council and will be resigning her position on the Library Board for the remaining 2 years of that term.

Brief discussion by board members regarding financing and millage support for the Library. This included the discussions of a "fully funded" Library over the campaign months and the recent financial presentations to council by Carl Johnson as it affects the Library. Members requested further explanation and discussion of headlee amendments.

- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. 2023-2024 Library Budget Fund 271 25-27
 - B. 2023-2024 Contributed Fund Budget 27228
 - C. Financial Report November 30, 2023.....29
 - D. Library Fund 271 Expenditure & Revenue Report as of as of November 30, 2023.....30-33
 - E. Library Fund 272 Contributed Fund as of November 30, 2023.....33-34
 - F. Balance Sheets for Funds 271 and 272 as of November 30, 202335-36
- 4. Director's Report (Julie Farkas) 37-40
 - A. Information Technology Report (Jeffrey Smith)..... 41-44
 - B. Facilities Report (Keith Perfect).....45
 - C. Information Services Report (Hillary Hentschel).....45-52

D. Support Services Report (Maryann Zurmuehlen).....	52-53
E. Library Usage Statistics.....	54-63
F. Friends of Novi Library	N/A
G. City of Novi Historical Commission Minutes 10/18/23, Agenda 11/15/2023.....	64-66

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Mike Ducheneau discussed the services for seniors and the Asian book collection.

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 VanOast and Hillary Hentschel
 · No Meeting Held
 · **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)
 · No Meeting Held.....67
 · **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: November 28.....67
 · **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: Gurusurthy, Dooley, Staff Liaisons: Julie Farkas and Dana VanOast)
 · Meetings held November 13 and December 7.....67-69
 · **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)

· No Meeting Held

6. Building & Grounds Committee:

(Chair: Gawalapu, 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)

· 2nd review of updated bylaws.....70-82

· **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, Gurumurthy, Crawford, Staff Liaison: Julie Farkas)

· Meeting scheduled December 27

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

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

Closed Session

No Closed Session

Matters for Library Board Action

1. Approve changes to the Bylaws of the City of Novi Library Board (2nd Draft)..... 77-82

Trustee Sturing: Per the bylaws, notice must be provided before the bylaws are adopted (Article IX). As the first reading in November was approved, it may not have met the 10 day requirement. This second reading will officially accept the bylaws if approved.

Trustee Bartlett: Changes in these bylaws were made per the previous meeting, most notably the Board's responsibility for championing intellectual freedom in the first section. All previous changes are still highlighted in red for the Board's review.

Trustee Crawford: Thanked the committee for the work and effort put into updating these bylaws including the efforts by city staff and council.

Motion: To approve the modified Bylaws of the City of Novi Library Board

2nd – Trustee Cherukuri

Motion passes – 5-0

Communications

N/A

Adjournment

Motion: Motion to adjourn at 8:23 PM

1st – Trustee Crawford

2nd – Trustee Bartlett

Motion Passes – 5-0

Supplemental Information

- Library Board Calendar 2023 and 2024..... 83-84
- Library Closings 2023 and 2024 85

2023-2024 Future Events:

- **12/23 – 12/25: LIBRARY CLOSED for Christmas Holiday**
- **12/30 – 12/31: LIBRARY CLOSED for New Year’s Holiday**
- **1/1/24: LIBRARY CLOSED for New Year’s Day**
- 1/18/24: 1st Library Board Budget Meeting at 5:30pm, Novi Public Library (dinner at 5pm)
- 1/25/24: January Library Board Meeting – City of Novi, Council Chambers
- 2/1/24: 2nd Library Board Budget Meeting at 5:30pm, Novi Public Library (dinner at 5pm)
- **CHANGE: 2/15/24: Library Board Budget Approval Meeting at 7pm, Novi Public Library**



Brian Bartlett, Secretary

January 25, 2024

Date