



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
October 9, 2025, 7 PM
Novi Civic Center, Council Chambers**

Final Draft

Call to Order by President, Mark Sturing

Novi Civic Center, 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, Karla Halvangis

Library Board – 7 board members were recorded present

Mark Sturing, President
Kat Dooley, Vice-President
Brian Bartlett, Treasurer
Karla Halvangis, Secretary
Lori Burke, Board Member
Kathy Crawford, Board Member
Ajeeta Gawalapu, Board Member

Student Representatives

Positions not filled at this time

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Burke

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: September 11, 2025 Regular Board Meeting.....4-11
2. Approve Claims and Warrants of:
A. Accounts 271 and 272 (#655).....12-14

Motion: To approve the Consent Agenda as presented
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Burke

Motion passes – 7-0

Presentations

1. Read Japan Project 2025 presented by International Services Librarian, Shannon O’Leary.....15

Shannon O'Leary: Explained the Read Japan project, which donates Japan-related books written in English to institutions to provide an accurate depiction of Japan around the world through books. NPL was recommended for the project, applied and was approved. Our librarians have selected 100 books from their list of titles to be added to our collection, including a variety of genres, topics and age ranges. The books should arrive in spring 2026.

Trustee Dooley: Asked if this is something that can be renewed every few years.

Shannon O'Leary: Explained that we would have to reapply, but thinks that 100 books is really great for now. Promoted two Japanese programs being hosted by the Library soon – the Yokai Festival on November 1 at NPL, and a friendship doll program on November 8 at the Novi Civic Center.

Trustee Crawford: Asked about the application process for the Read Japan project.

Shannon O'Leary: Explained the application process, which included the book selection process.

Director Farkas: Explained that book plates will be placed in each book to designate it as a Read Japan project book. The Library will host an unveiling event for the collection and promote it through social media, newsletters, etc.

The Board thanked Shannon for her work and presentation.

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

No Public Comment

Reports

1. Student Representatives Report – No Report.....16
2. President's Report (Mark Sturing)
 - A. Board Book Discussion: Serving Patrons with Disabilities: Perspectives and Insights from People with Disabilities Edited by Kodi Laskin.....N/A
 - B. FY 2026 Michigan Budget Updates.....17-18
 - C. 2025-2026 Board Committee Assignments.....19

Trustee Halvangis: Led discussion amongst the board members about the book *Serving Patrons with Disabilities*, posing the following questions:

1. On a personal note, what about *Serving Patrons with Disabilities* most stood out for you or gave you the greatest aha moment?
2. What idea(s) – either from the attached document or your own – do you believe we should prioritize as we continue to move forward with our efforts to provide the best possible experience for our community members?

Director Farkas: The staff DEI Committee is already working on implementing feedback from staff members after reading this book, working on setting realistic goals and timelines. We want to put out a survey to ask the community for their feedback as well. Thanked the Board for having this conversation.

Trustee Sturing: Library funding stayed flat in the 2026 Michigan state budget. Had dinner with Director Farkas and staff award winners in September. Attended the Library's Open House on September 21, which was well-attended. Pointed out some upcoming programs: fraud protection for seniors at StoryPoint on October 14, Veterans Day essay contest for high school students with submissions due October 20, and the Library's 65th Anniversary Celebration from 1-5pm on October 26.

Trustee Crawford: The Historical Commission is hosting the program "Novi's 4 Corners" at the Library on October 22, which will include a model of Matt Moren's General Store.

Trustee Burke: Encouraged everyone to attend the 65th Anniversary Celebration. Also recommended that everyone visit the Local History Room in the Library.

Trustee Bartlett: Mentioned that the Friends of Novi Library are raffling off a library-related quilt, which is on display at the Library now and you can purchase raffle tickets for \$10 each.

3. Treasurer's Report (Brian Bartlett)	
A. 2025-2026 Library Budget Fund 271.....	20-23
B. 2025-2026 Contributed Fund Budget 272.....	24
C. Financial Report September 2025.....	25
D. Library Fund 271 Expenditure & Revenue Report as of September 30, 2025.....	26-29
E. Library Fund 272 Contributed Fund as of September 30, 2025.....	30-32
F. Balance Sheets for Funds 271 and 272 as of September 30, 2025.....	33-34

Trustee Bartlett: Nothing much has changed. Items highlighted in yellow are things we are hoping to change. We have been trying to meet with Novi City Council about these changes, but have not been able to get a meeting with them. If these changes are not approved, we will need to have some serious discussions about what we are going to cut, which could include Library hours.

Trustee Sturing: Asked if the Library gets revenue from both summer and winter taxes. Also asked about highlighted note on page 32.

Director Farkas: Believes the Library gets revenue from both summer and winter taxes, but it may be lumped in with another City service and not its own item on your tax bill. Will check on this. Explained that the highlighted note on page 32 is to signify that we believe these are final numbers, but that they have not been audited yet.

4. Director's Report (Julie Farkas).....	35-48
A. Door Count Usage Statistics – September 2025 (Jeffrey Smith).....	49-50
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen).....	51
C. Information Technology Report (Jeffrey Smith).....	52-55
D. Facilities Report (Keith Perfect).....	55
E. Assistant Director of Public Services Report (Lori Lowery).....	55-56
F. Information Services Report (Emily Brush and Rae Manela).....	56-59
G. Marketing and Community Promotion Report (Dana VanOast).....	60
H. Support Services Report (Sarah Mominee).....	61-62
I. Library Usage Statistics.....	63-73
J. Friends of Novi Library – Agenda 9/10/25, Sep & Oct eNewsletters, History of NPL.....	74-81
K. City of Novi Historical Commission – Minutes 7/16/25.....	82-83

Director Farkas: Included results from the Professional Development Day survey from staff.

Trustee Burke: Commented on how meticulously done Professional Development Day seemed, from the planning to the survey report. Asked Director Farkas for the staff's biggest takeaway from the day.

Director Farkas: Thinks the staff really appreciate the chance to all be together and develop camaraderie on that day. Staff members also walked through different customer service scenarios so they could practice how to respond.

Trustee Sturing: Wondered why the automatic book return was closed on the day the Library had to close due to the water main break in Novi.

Director Farkas: Noted that the book return should not have been closed and will look into it.

Director Farkas: Included information written by Friends of Novi Library President Sue Johnson about the history of NPL, as well as newspaper clippings from the Library's opening.

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - Meeting held: Staff Committee met on 10/2/25 to discuss minor changes to the existing Circulation Policy.....84-91
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting held on 9/30/25.....92
3. **Building & Grounds Committee:**
 - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting held on 9/17/25 – Reserve study update.....92-100
5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 9/18/25.....100-101
6. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
 - Meeting held on 9/30/25.....102-110

Matters for Library Board Action

1. Approve changes to the Circulation Policy.....84-91

Motion: To approve changes to the Circulation Policy

Motion – 1st – Trustee Dooley
2nd – Trustee Burke

Trustee Dooley: Asked about non-residents employed in Novi – if they have a card at another library, don't they have to relinquish that to get a card at NPL?

Director Farkas: It depends on if their home library is part of The Library Network consortium or if it is a standalone library, which is why we left the language intentionally vague.

Trustee Sturing: Wondered about library cards being automatically renewed every year and if that is actually happening.

Director Farkas: Yes, as long as there is nothing stopping their account from being automatically renewed, it is happening.

Trustee Halvangis: Brought up two grammatical errors to be fixed. On page 84, "southeast" should be capitalized. On page 85, the word "ninety" should be written out, with the number 90 in parenthesis after, for consistency.

Trustee Burke: The Board Policy Committee met to discuss these updates and recommends approving them.

Director Farkas: Explained that the additions on page 91 regarding payments includes requirements from credit card companies and will help the Library from an auditing and liability perspective.

Trustee Gawalapu: Asked if the Library stores any credit card information.

Director Farkas: Replied that no, the Library does not store any credit card information.

Trustees Dooley and Burke agree to amend their motion to include the grammatical changes recommended by Trustee Halvangis.

Motion Passes – 7-0

Communications

1. Email from Ashish Poddar Re: Meeting Room Rentals.....111

Closed Session

No Closed Session

Adjournment

Motion: To adjourn at 8:33 PM

Motion to Adjourn – 1st – Trustee Halvangis

2nd – Trustee Bartlett

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2025.....112
- Library Closings 2025.....113
- Library Board Calendar 2026.....114
- Library Closings 2026.....115

2025 Future Events:

- 10/15/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 10/19/25 – 10/25/25: National Friends of Libraries Week
- 10/26/25: Library's 65th Anniversary Party, 1-5pm, Novi Public Library
- **11/4/25: Election Day – Library is OPEN; Precinct 17**
- 11/8/25: Novi Historical Commission Veteran's Wreath Event, 1-3pm, Novi Road Cemetery
- **11/11/25: Veteran's Day – Library is OPEN; City Offices Closed**
- 11/12/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **11/13/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**

- 11/19/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **11/26/25: Library Closes at 5pm**
- **11/27/25 – 11/30/25: LIBRARY CLOSED – Thanksgiving Day and weekend**
- 12/10/25: Friends of Novi Library Regular Meeting – CANCELLED
- **12/11/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**
- 12/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **12/19/25: Library closes at 2pm for Staff Holiday Event**
- **12/23/25: Library closes at 5pm**
- **12/24/25: LIBRARY CLOSED**
- **12/25/25: LIBRARY CLOSED**
- **12/31/25: LIBRARY CLOSED**
- **1/1/26: LIBRARY CLOSED**

Karla S. Halvangis

November 13, 2025

Karla Halvangis, Secretary

Date