



**Library Board of Trustees – Regular Meeting  
Final Draft – MINUTES  
August 22, 2024, 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 Dooley**

**Library Board – 6 board members were recorded present**

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

**Student Representatives**

- Alexandra DeMore
- Alyna Dohadwala

**Library Staff**

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

**Approval of Agenda.....1-3**

Trustee Sturing: Delete item 2 from Presentations. The Friends of the Novi Public Library will not be here tonight and will present next month.

**Motion:** To approve the Agenda with removal of item 2 under Presentations

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

**Motion passes – 6-0**

**Consent Agenda**

1. Approve Minutes of: July 25, 2024 Regular Board Meeting.....4-9
2. Approve Claims and Warrants of:

A. Accounts 271 and 272 (#641).....10-12

**Motion:** To approve the Consent Agenda as presented  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Halvangis

**Motion passes – 6-0**

**Presentations**

- 1. Annual Teen Presentation by Student Representatives: DeMore and Dohadwala

Student Representatives DeMore and Dohadwala: Presented a wrap-up of teen activities at the Library for the 2023-2024 fiscal year, including programs, Teen Advisory Board meetings, Teen Space statistics and Teen Stop book displays.

Director Farkas: Noted that Teen Space numbers are back to what the Library was seeing pre-Covid.

Trustee Sturing: Expressed that it was an impressive presentation and that the programs and attendance numbers are also impressive.

Trustee Dooley: Thanked the student representatives for all their work and asked if there is anything they want to see or enhance for next year.

Student Representatives DeMore and Dohadwala: Said they want to keep attendance numbers up and promote programs more throughout the community, especially the Teen Advisory Board. Both students think more teens would enjoy being a part of it, but just don't know about it.

Director Farkas: The Library has plans to try to engage teens more on social media this upcoming year.

**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 – July 2024.....13-14

Trustee Halvangis: Inquired about the No Required Reading Book Club.

Student Representative DeMore: Explained that it is a new book club for teens.

Director Farkas: The book club is trying to get teens to read outside of school for fun.

Director Farkas: Provided an update on the new Teen Area renovations, which are 85% done, just waiting on some more seating and the door to be delivered. Believe changes will help maximize space. Also provided update on Teen Space which will begin on the first day of school, August 26, and will be run by 4 different staff members this year. The Library tends to see about 10% of Novi High School students come over after school (200 people). An email went out this week sharing information for patrons about the after-school rush, including new parking information for parents and students. We believe our Customer Service position will be filled in September, which will help at this time of day.

- 2. President's Report (Mark Sturing).....N/A  
A. 2024-2025 Board Committee Assignments.....15

Trustee Sturing: Praised the newsletter from Fox Run that was in Board Member folders. Attended Summer Songfest last week, which was well-attended, including a slightly younger crowd. Thanked Paradise Park and the Friends of the Novi Public Library for sponsoring these events. Likes to see Board Members getting so involved and sending financial questions to Julie to try to educate themselves about Library spending.

Trustee Dooley: Attended Fox Run Care Fund Gala which helps support residents who have fallen on hard times. We have a great partnership with Fox Run and it was a great event. Was also able to talk with the Mayor and members of City Council at the event and build camaraderie.

Trustee Crawford: Also attended the Fox Run Gala, the last two Summer Songfest concerts, and presented a program at Fox Run on the history of Novi. Senior Day at the State Fair is August 29 – free entrance for ages 60 and older and veterans. Will be attending the Library's On the Road to Michigan Central Station bus trip on August 23, which filled up in 2 days, and the On the Road to Saginaw bus trip which is taking place September 27 and still has a few spots open. The Historical Commission is hosting a Guardians of Michigan program at the Library on September 26.

3. Treasurer's Report (Brian Bartlett)

A. 2023-2024 Library Budget Fund 271.....	17-19
B. 2023-2024 Contributed Fund Budget 272.....	20
C. Financial Report July 2024.....	21
D. Library Fund 271 Expenditure & Revenue Report as of July 31, 2024.....	22-24
E. Library Fund 272 Contributed Fund as of July 31, 2024.....	25
F. Balance Sheets for Funds 271 and 272 as of July 31, 2024.....	26-27

Trustee Bartlett: Should have the finalized budget from 2023-2024 next month. Estimate we are going to have a surplus of \$90,000. We had added revenue that was unexpected due to treasury bonds doing better than they have in the past, as well as being down in employees most of the year, especially in higher salaried positions.

Director Farkas: Final budget numbers will actually come in October, due to turnaround time from the City.

4. Director's Report (Julie Farkas).....	28-45
A. Information Technology Report (Jeffrey Smith).....	46-49
B. Facilities Report (Keith Perfect).....	50
C. Information Services Report (Shannon O'Leary).....	51-57
D. Marketing and Community Promotion (Dana VanOast).....	58-62
E. Support Services Report (Maryann Zurmuehlen).....	63
F. Library Usage Statistics.....	64-73
G. Friends of Novi Library – Agenda 8/14/24; Minutes 6/12/24.....	74-76
H. City of Novi Historical Commission – Minutes 6/26/24.....	77-79

Director Farkas: Staff Professional Development Day was great. Working on getting feedback from staff so we can start to plan for next year. Included information in report from Steven Bowers' presentation from The Library Network. Added a new department report for Marketing and Communications.

Trustee Dooley: Explained the Human Library program that is coming to the Library. Expressed excitement for the event and pride in the staff for the hard work in putting it together. Asked Director Farkas if she has an update on how many people have applied to be a part of it.

Director Farkas: Said she will get an update to share with the board and gave a shout out to Librarian Emma DeCenso for taking on this event. It will be a great opportunity to connect and learn from others and will take place on November 9.

Dooley: Thanked Library staff for helping her get multiple cards within her household connected through the Libby app.

Trustee Sturing: Wondered if patrons can access the Library using their driver's license in addition to their library card.

Director Farkas: Explained that the Library does require a library card to be presented, but that you can have your card on your phone through the Library's app.

### Public Comment

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No Public Comment

### Committee Reports

1. **Policy Committee:** Review current public policies for the Library
  - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
  - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
  - No Meeting Held.....N/A
  
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
  - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - No Meeting Held.....N/A
  
5. **Strategic Planning Committee:**
  - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  
6. **Building & Grounds Committee:**
  - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
  - 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: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A

**Matters for Library Board Action**

- 1. None.....N/A

**Communications**

- 1. N/A

**Closed Session**

No Closed Session

**Adjournment**

**Motion:** Motion to adjourn at 7:49 PM  
Motion to Adjourn – 1<sup>st</sup> – Trustee Bartlett  
2<sup>nd</sup> – Trustee Crawford

**Motion Passes – 6-0**

**Supplemental Information**

- Library Board Calendar 2024.....82
- Library Closings 2024 and 2025.....83-84

**2024 Future Events:**

- **LIBRARY CLOSED: August 31 – September 2 for Labor Day Weekend**
- 9/11/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 9/18/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 9/26/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- 10/9/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 10/16/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 10/24/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers



\_\_\_\_\_  
Kat Dooley, Secretary

September 26, 2024

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Date