

**Library Board of Trustees – Regular Meeting  
Final Draft - MINUTES  
November 16, 2023, 7 PM  
Novi Public Library**

**Final Draft**

**Call to Order by President Mark Sturing**

Novi Public Library – Whole Meeting Room  
Called to order by President Mark Sturing at 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited

**Roll Call by Vice-President Crawford**

**Library Board – 7 board members were recorded present**

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

**Student Representatives**

- Alexandra DeMore
- Alyna Dohadwala

**Library Staff**

- Julie Farkas, Director

The Novi Library Board welcomes new Student Representatives Alexandra DeMore and Alyna Dohadwala to the board meeting.

**Approval of Agenda**

**Motion:** To approve the Agenda as presented (pages 1-4 of the board packet)

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

**Motion passes – 7-0**

**Consent Agenda**

1. Approve Minutes of: October 26, 2023 Regular Board Meeting .....5-13
2. Approve Claims and Warrants of:

A. Accounts 271 and 272 (#632).....	14-17
-------------------------------------	-------

**Motion:** To approve the Consent Agenda as presented

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

**Motion passes – 7-0**

**Presentations**

A. 2022-2023 Annual Report Presentation by Dana VanOast - Draft copies provided to board at the meeting – included in the Addendum

Dana reviewed the proposed Annual Report including Library metrics. In the past year digital checkouts increased as did visits to the Library and participation in programs. The Summer Reading Program had 12 percent more participants, and student participation at the Library increased considerably.

**Trustee Gorumurthy:** Thanked Dana for her effort and discussed the participation of the Marketing Committee in this process.

**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.....	18-24
2. President's Report (Mark Sturing)	
A. President's comments, Trustee experiences and involvement.....	25
3. Treasurer's Report (Sreeny Cherukuri)	
A. 2023-2024 Library Budget Fund 271 .....	26-28
B. 2023-2024 Contributed Fund Budget 272 .....	29
C. Financial Report October 31, 2023.....	30
D. Library Fund 271 Expenditure & Revenue Report as of October 31, 2023.....	31-34
E. Library Fund 272 Contributed Fund as of October 31, 2023.....	35
F. Balance Sheets for Funds 271 and 272 as of October 31, 2023 .....	36-37
4. Director's Report (Julie Farkas) .....	38-48
A. Information Technology Report (Jeffrey Smith).....	49-51
B. Facilities Report (Keith Perfect).....	52
C. Information Services Report (Hillary Hentschel).....	52-63
D. Support Services Report (Maryann Zurmuehlen).....	64-65
E. Library Usage Statistics.....	66-75
F. Friends of Novi Library: Agenda 11/8/2023, Minutes 9/13/2023.....	76-78
G. City of Novi Historical Commission: Minutes 9/20/2023.....	79-80

## 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

## 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
  - New Policies: Programming (Draft 2).....81-83
  - **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)
  - Meeting Held: November 3.....84
  - **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)
  - No Meeting Held
  - **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: Gulumurthy, Dooley, Staff Liaisons: Julie Farkas and Dana VanOast)
  - Meeting Held: November 8 .....84-92
  - Next Meetings: November 13 and December 7
  - **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.....93

6. **Building & Grounds Committee:**

(Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison: Julie Farkas)

- Café Lease .....93-103

· **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)

- The Committee has reviewed and is making bylaw changes for three particular areas, information has been reviewed with Library attorney. See information enclosed.....104-116

· **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 Held: November 7.....117

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

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

**Closed Session**

No Closed Session

**Matters for Library Board Action**

1. Approve the 2022-2023 Annual Report for Novi Public Library (Copies provided at meeting)

**Director Farkas:** As presented there are a few double checks of numbers and statistics, but the report is essentially complete. The Library would like to present in December.

**Trustee Bartlett:** Proposed a motion that approves the report and allows Library staff to make small revisions based on their proofreading that don't materially change the direction or message of the report.

**Motion:** To approve the 2022-2023 Annual Report allowing Library staff to proofread and make minor edits for presentation.

1<sup>st</sup> – Trustee Bartlett  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**

- 2. Approve NEW policy: Programming Policy (2<sup>nd</sup> Draft)..... 81-83

**Director Farkas:** This is the policy first presented in October. It applies to programs and presentations held at the Library.

**Motion:** To approve the Programming Policy as presented (a new policy).

1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Crawford

**Motion passes – 7-0**

- 3. Approve updates to the Lease Agreement for Library Café Services with Novi Community School District effective 12/1/2023 – 11/30/2024..... 94-103

**Director Farkas:** Most of this agreement is unchanged. Changes are highlighted in yellow in the document with the primary statement allowing for the Café to operate with \$0 rent through November 2024. The Café represents a food service training opportunity for special needs students and is popular with students in the afternoon. Patrons may notice line control policies used primarily during teen use in the afternoon.

**Trustee Sturing:** Discussed how the Café was a benefit discussed from the inception of the new building. If the Library doesn't make money on it, it still benefits the Library.

**Trustee Gurumurthy:** Discussed possible menu changes and whether there might be catering opportunities for Library events.

**Director Farkas:** Briefly discussed the Café's catering opportunities as they were often closed in evenings during evening presentations.

**Motion:** To approve updates to the Lease Agreement for Library Café Services with Novi Community School District effective 12/1/2023 – 11/30/2024

1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 7-0**

- 4. Approve changes to the Bylaws of the City of Novi Library Board (1<sup>st</sup> Draft)..... 111-116

**Trustee Bartlett:** Discussed the changes in the bylaws. The changes are segmented into three key areas upon which the board needs to discuss. The segments are discussed in the packet. In brief they are:

1. Changes that the board has implemented but for whatever reason have not been properly updated in the bylaws. These include acknowledgement of the Open Meetings Act, public comment, and establishment of DEI as a standing committee.
2. Discussion of board transition. A discussion of difficulties and delays associated with new board member appointment. Discussions that have occurred with City staff and the attorney to make that process more effective and efficient.
3. Changes in the secretarial position. Library staff will be resuming responsibilities closer to the old bylaws.

**Trustee Cherukuri:** Reviewed the statements in Article One regarding Open Meetings Statements and MLA statements. The sentence regarding intellectual freedom was one MLA suggestion. He proposed specifically truncating the sentence after “championing the cause of intellectual freedom”. Decisions are made on materials and any decision for or against could face the censorship label from either side of the political spectrum.

**Trustee Sturing:** Had no problem with the statement as the source were MLA suggestions, not requirements and the objective of the statement is essentially unchanged.

**Trustee Bartlett:** Suggested we track friendly amendments and can propose them all when we finish discussing all the various points.

**Trustee Crawford:** Indicated the amendment truncating the statement didn't change the primary intent of the intellectual freedom statement and the mission of the Library.

**Director Farkas:** Discussed the changes in secretarial duties. With this modification, a staff member would be available in January to assume the duties as before.

**Trustee Bartlett:** Indicated that the current format of the minutes should be used as a model as they have guided the board for the last 19 months. Previously minutes were taken in “stenographer” mode with an attempt to capture every statement that was made. This is not only unnecessary per MLA and Open Meeting rules, but is redundant as most meetings are available on video.

**Motion:** Approve changes to the Bylaws of the City of Novi Library Board (1<sup>st</sup> Draft) modifying “The Library Board has the responsibility of championing the cause of intellectual freedom which includes fighting censorship efforts” to “The Library Board has the responsibility of championing the cause of intellectual freedom.”

1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 7-0**

**Communications**

None

**Adjournment**

**Motion:** Motion to adjourn at 8:33 PM

1<sup>st</sup> – Trustee Cherukuri

2<sup>nd</sup> - Trustee Crawford

**Motion Passes – 7-0**

**Supplemental Information**

- Library Board Calendar 2023 and 2024..... 118-119
- Library Closings 2023 and 2024 ..... 120-121

**2023 Future Events:**

- Friends of Novi Library – NO MEETING in December
- 12/20: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **CHANGE: 12/21: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **11/22: Library Closes at 5pm for Thanksgiving Holiday**
- **11/23-11/24 LIBRARY CLOSED for Thanksgiving Holiday**
- **12/8: Library Closes at 5pm for City of Novi Employee Appreciation Event**
- **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: 1<sup>st</sup> Library Board Budget Meeting at 5pm, Novi Public Library
- **1/25/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers**
- 2/1/24: 2<sup>nd</sup> Library Board Budget Meeting at 5pm, Novi Public Library
- **2/15/24: Library Board of Trustees Budget Approval Meeting at 7pm, Novi Public Library**



\_\_\_\_\_  
Brian Bartlett, Secretary

December 21, 2023

\_\_\_\_\_  
Date



# ANNUAL REPORT

Fiscal Year 2022- 2023





# Regaining The High Ground

This past year, we have seen a great recovery at the Novi Public Library from the events during the pandemic and thereafter. I am happy to report that the Library has returned to full staffing levels with some promotions and new hires. Although we reduced some Sunday hours this past summer to address the shortage of staff, we do not anticipate having to do that in the future. Even during a time of short staff, the Library continued its extensive programs and increased its book and media loans and attendance levels. In the month of July, over 1,700 patrons entered the Library on an average daily basis due in part to electrical and power outages in the area. The Library averages 60,000 checkouts per month.

The Library Board engaged a consultant, Rethinking Libraries, to help create a long-term strategy to plan for the anticipated needs and to serve the existing and changing needs of Novi residents. I thank you if you participated in any of the surveys or the community focus group sessions to help formulate those long-term strategies.

It has become clear now that the Library is fully staffed and with high demand for its services, the annual budget surplus in the past will slowly become annual budget deficits in the future. The Library has been very fortunate that with years of surplus, a healthy reserve has accumulated to operate with some deficits in the next few years and still provide its first class services to the community. Although the Library building may look brand new, thanks to its dedicated staff, it is now over 13 years old and will require various capital replacements and repairs in the future. We look forward to finding new funding sources to continue and expand first class services which the community expects and deserves. This comes at the same time that the current millage, which funds the Library building, will expire.

I have to mention that libraries in general are now unfortunately facing a large number of book challenges and proposed book bans. The Novi Public Library has been proactive and continues to update its policies. Staff has attended several training seminars to properly deal with these ongoing issues in libraries.

I wish to thank my fellow dedicated Library Board Trustees. Director Farkas, Friends of the Novi Public Library, the entire Library staff, supportive residents and businesses, the immense support and assistance of City staff, City Council and Mayor Gatt for making the Novi Public Library one of the best and true gems in the City of Novi.

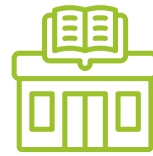
If you do not have a library card in your wallet or on your phone, I urge you to obtain one today!



*Mark Sturing,  
Library Board President*

# 22/23 BY THE NUMBERS

A snapshot of how our community used their library in 2022-2023



**4,167**  
new library cards issued



**388,677**  
visits to the library

**161,205**



total items in our collection



**36,914**  
program participants

**836,089**

total checkouts



**709,571** physical

**126,518** digital

**560,339**  
computer logins



**382**  
meeting room rentals



**490**  
NPL @ Your Door items delivered

**4,080**  
Teen Space visits



**756**  
items checked out from Lakeshore Lending Library



**1,956**



summer reading participants

**22,072**



registered library card holders

**2,659**



iCube Makerspace training sessions

**42,314**



books read during summer reading



**\$23,428.56**

raised in program and event sponsorships, in-kind and general donations, and grants

**\$10,000.00**

Community Financial Credit Union  
Lakeshore Lending Library

**\$3,489.57**

general donations 271 account, grants and in-kind donations

**\$5,660.00**

general donations 272 account

**\$4,278.99**

raised in program and event sponsorship



**\$29,620**

friends of NPL donations for programs, services, & technology

# Strategic Planning

In Fall 2022, the Novi Public Library began working with Rethinking Libraries to engage with the Novi community for feedback for a new Five Year Strategic Plan. Feedback was gathered through a survey and multiple focus group sessions.

The following information came from the feedback from Novi residents, local leaders, business owners, partners, and staff, and will guide the Novi Public Library for the next five years. The Library Board approved this work in July 2023.

## Mission

Cultivate Learning  
Inspire Creativity  
Foster Inclusivity

## Vision

A vital community hub  
for enrichment, exploration  
and understanding.



## Values

### Welcoming and Inclusive Environment:

We embrace all voices and value diverse perspectives.

**Community Focus:** We engage through spaces, programs and services to support our community.

**Collaboration:** We explore partnerships to better connect resources and serve beyond our walls.

**Innovation:** We evolve with changing needs and are open-minded and adaptable.

**Learning:** We empower lifelong learners as they discover and cultivate their passions.

**Creativity:** We encourage adventure and wonder in all we do.



## Focus Areas



### Align Funding & Services

Share with the community the current gap between service expectations/needs and funding levels and explore opportunities to align funding to the service needs and expectations of the community.



### Adapt Resources, Services & Facilities

Explore & develop efforts that optimize the quality, usability and community alignment of Library resources and facilities and ensure the community's aware of these resources, services & programs.



### Improve Internal Communications

Improve processes and internal communications and expand decision input across the organization to keep service levels in-line with resources.



### Staff Investment & Retention

Invest more in the Library staff to improve effectiveness, efficiency and job satisfaction to meet the current and future needs of the community.

# Achievements 2022-2023

**Unveiled** new technology in the iCube Makerspace such as a graphics tablet, photo printer, Adobe computers, and more

**Connected** with Novi residents, community leaders, business owners, library partners and staff for feedback about library services strategic planning process to outline the next 5 years of library service

**Received** the Community Builder Award from the Michigan Association for Media in Education (MAME) in August 2022



**Hosted** spring Community Reads with Dr. Devorah Heitner, author of *Screenwise: Helping Kids Thrive (and Survive) in Their Digital World*, in partnership with the Novi Community School District and the Neighborhood Library Association in October 2022

**Upgraded** library's phone system in December 2022

**Secured** a new AC unit for the server room in January 2023

**Held** first annual Tiny Art Show in April 2023

**Approved** permanently fine free by Library Board in May 2023

**Partnered** with Dear Asian Youth Novi and Parks and Recreation for an AAPI Festival in May 2023

**Increased** accessibility on novilibrary.org with the ReciteMe toolbar, launched June 2023

**Achieved** a Summer Reading Kick Off party that saw 1,400 guests in attendance in June 2023

**Launched** new library app called myLIBRO in June 2023

**Opened** a fourth Read Box at Brookfarm Park, in partnership with Willowbrook HOA in May 2023



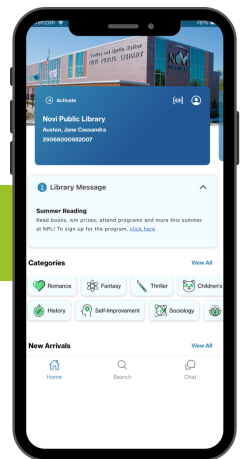
## Looking Forward 2023-2024

**Introducing** new vision, mission and values statements along with a five year strategic plan

**Hosting** a fall Community Reads event in partnership with the Novi Community School District and the Neighborhood Library Association in October 2023

**Updating** library technology such as WiFi, printers/copiers and security cameras

**Offering** an additional study room to the 2nd floor, bringing the total to 10

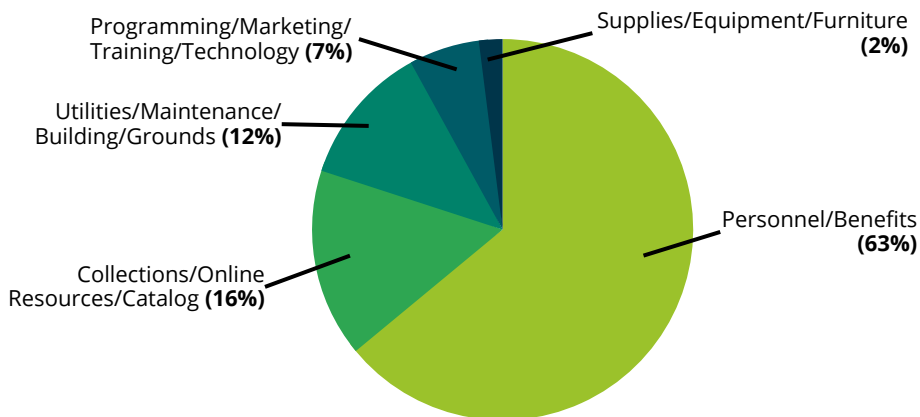




# July 2022- June 2023 Financial Summary

(Audited: October 31, 2023)

## 271 - Library General Fund



Personnel/Benefits (63%)	\$2,172,053.70
Collections/Online Resources/Catalog (16%)	\$549,578.84
Utilities/Maintenance/Building/Grounds (12%)	\$430,158.39
Programming/Marketing/Training/Technology (7%)	\$251,868.08
Supplies/Equipment/Furniture (2%)	\$69,056.77
<b>Total Expenditures</b>	<b>\$3,472,715.78</b>
<b>Total Revenue</b>	<b>\$3,507,953.84</b>
<b>Ending Fund Balance</b>	<b>\$2,598,740.02</b>

## 272 - Library Contributed Fund

<b>Total Expenditures</b>	<b>\$18,399.05</b>
<b>Total Revenue</b>	<b>\$60,930.71</b>
<b>Ending Fund Balance</b>	<b>\$1,698,587.00</b>

## Our Leadership



Mark Sturing  
President



Kathy Crawford  
Vice President



Sreeny Cherukuri  
Treasurer



Brian Bartlett  
Secretary



Priya Gurumurthy  
Trustee



Kat Dooley  
Trustee



Ajeeta Gawalapu  
Trustee



Julie Farkas  
Library Director



Abhay Kakarla  
Student  
Representative