



**Library Board or Trustees – Regular Meeting  
Initial Draft - MINUTES  
June 23, 2022, 7 PM  
City of Novi – City Council Chambers**

**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 – 6 Board members were recorded present**

Kathy Crawford, President

Kat Dooley, Vice- President

Brian Bartlett, Secretary

Tara Michener, Board Member

Mark Sturing, Board Member

Priya Gurumurthy, Board Member

Sreeny Cherukuri, Treasurer – Absent/Excused

**Student Representatives**

Abhay Kakarla

Rida Salim – Absent/Excused

**Library Staff**

Julie Farkas, Director

**Legal Counsel**

Joellen Shortley, Attorney

Rosati, Shultz, Joppich, Amtsbuechler

**Approval of Agenda**

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

Motion for Approval – 1<sup>st</sup> – Trustee Michener

2<sup>nd</sup> – Trustee Sturing

**Motion passes – 6-0**

## Consent Agenda

1. Approve Minutes of: May 26, 2022 .....5-11
2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#614).....12-14

**Motion:** To Approve the Consent agenda as documented.

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

**Motion passes – 6-0**

## Presentations

1. Summer Reading Presentation by Danielle Mazur, Information Services Librarian – Oceans of Possibilities a summer reading program for ALL ages

**Director Farkas** - Presented the “Oceans of Possibility” program for all ages. The program in its two weeks already has 1,300 registered participants, who have 7,300 books that have been logged as being read. Also highlighted were the sponsors of the program who are included in the marketing brochure.

2. DAYN (Dear Asian Youth of Novi) program recognition: Shannon O’Leary, International Language Librarian, Hana Thomson (Chapter Co-Lead), Mina Chung (Secretary)

**Shannon O’Leary, Kristen Mrozek and Hana Thomson** presented the results of the program. The program was a successful partnership between the Library, School Faculty members and Students that initiated a great response and involvement from the Asian Youth within Novi. Shannon O’Leary discussed the initiative and work put forth by DAYN. Kristen Mrozek, a teacher recruited to this effort, talked about the work, effort, and dedicated hours the DAYN students put into this effort. She discussed the pride and effort of the students. Hana Thomson, DAYN founding member, thanked the library and faculty for their support and discussed the importance of this event to Asian Youth in Novi.

## 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 (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – May 2022 ..... 18
2. Teen Space Annual Report by Yolanda Hockaday-Dennis.....19-21
3. President's Report (Kathy Crawford)
  - A. 2022/2023 Library Board Goals – updated as of June 18, 2022 based on committee and staff management input.....22-24

4. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report May 2022.....	25
B. 2021-2022 Library Budget Fund 268.....	26-28
C. 2021-2022 Contributed Fund Budget 269.....	29
D. Library Fund 268 Expenditure & Revenue Report as of May 31, 2022 .....	30-32
E. Library Fund 269 Contributed Fund as of May 31, 2022 .....	33
F. Balance Sheets for Funds 268 and 269 as of May 31, 2022 .....	34-35
5. Director's Report (Julie Farkas) .....	36-45
A. Information Technology Report .....	46-47
B. Facilities Report.....	47-48
C. Information Services Report .....	N/A
D. Support Services Report .....	49
E. Library Usage Statistics.....	50-57
F. Friends of Novi Library – May 11, 22 Minutes, June 8, 2022 Agenda .....	58-61
G. City of Novi Historical Commission –Minutes, May 18, 2022 Agenda.....	62-63

### Public Comment

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Jason Michener, Harrier Place, Novi, MI  
 Discussed the positive nature of this meeting including the recent Juneteenth and Asian events at the library.

### 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 June 18, 2022: Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies
- 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.
  - Next meeting: June 21, 2022; reviewing salary comparison data and HR Rules of Conduct Policy based on DEI Board Committee review/recommendations

#### **GOALS 2022-2023:**

- Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
- Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
- 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) · Meeting held: June 6, 2022

· **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) · Meeting held: June 13, 2022.....64 ·

**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).

- No meeting; No report.
- Meeting held: May 24, 2022 – reviewed the RFP for Strategic Planning; draft sent to full board on 6/13/22 for review.
- Draft RFP for Strategic Plan.....65-68

6. **Building & Grounds Committee:**

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

- No meeting held. Barb Rutkowski is putting together specs for server room AC unit needs, phone contract draft is being reviewed by vendor, parking lot quote accepted for maintenance work to be done on August 12, 2022 during In-Service closures

· **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 May 2, 2022.....69

· Next meeting: June 1, 2022

· **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

## Matters for Library Board Action

1. Approve the Strategic Planning RFP draft

**Trustee Michener:** Likes the idea of an outside group being involved with the strategic plan. Wants to be sure that the chosen vendor is very familiar with libraries. Stressed that the board needs to be actively involved with the process and the community needs to be involved and consulted with the process.

**Trustee Sturing:** Wants clarification on the dates that would be filled in on the proposal.

**Director Farkas:** Discussed the dates at the end of the document that would be the targets provided it gets approved by the board tonight.

**Trustee Bartlett:** Focused the board on section F which lists the requirements for vendor selection. It is a very comprehensive list by which the board will select a vendor.

**Motion:** To Approve the Strategic Plan RFP for the Novi Library

Motion – Trustee Dooley  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion Passes: 6-0**

2. Approve the 2023 Calendar for Library Closings

**Trustee Sturing:** Asked about the weekend closing dates that were listed

**Director Farkas:** Due to the way Christmas falls, these are weekend dates of anticipated low volume that are requested to close the library.

**Trustee Bartlett:** Will amend the motion to included the weekend days as off days.

**Trustee Gurumurthy:** Agrees with the modification

**Motion:** Approve the 2023 Calendar for Library Closings with December 23<sup>rd</sup> and December 30<sup>th</sup> as closures

Motion – Trustee Bartlett  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion Passes: 6-0**

3. Approve a rain date closure of the library building for parking lot maintenance on Friday, August 19<sup>th</sup>; staff will be on site working in the building

**Director Farkas:** This is a contingency date in case of bad weather. Maintenance will occur on August 12<sup>th</sup> if the weather cooperates.

**Motion:** Approve a rain date closure of the library building for parking lot maintenance on Friday, August 19<sup>th</sup>; staff will be on site working in the building

Motion – Trustee Michener  
2<sup>nd</sup> – Trustee Sturing

**Motion Passes: 6-0**

**Communications**

- 1. None

**Closed Session**

**Motion:** To Move into closed session for the purpose of discussion Library Director's annual review.

Motion – Trustee Michener  
2<sup>nd</sup> – Trustee Dooley

**Motion Passes: 6-0**

**Return from Closed Session**

**Motion:** Approval of the Library Director's annual increase of 3%.

Motion – Trustee Michener  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion Passes: 6-0**

**Adjournment**

**Motion:** Motion to Adjourn at 9:14 PM  
Motion- Trustee Michener  
2<sup>nd</sup>-Trustee Sturing

**Motion Passes – 6-0**

**Adjournment**

**Supplemental Information**

· Library Board Calendar 2022.....73  
· Library Closings 2022 .....74

**2022 Future Events:**

- 7/4/22: Library CLOSED
- 7/13/22: Friends of Library Board Annual Meeting @ 7pm, Novi Library · 7/20/22: City of Novi Historical Commission Meeting @ 7pm, Novi Library · 7/21/22: Library Board of Trustees Meeting @ 7pm, Novi Library (date/location change approved)



Brian Bartlett, Secretary

July 21, 2022

Date