



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
February 16, 2023, 7 PM
Novi Library – Meeting Room**

Final Draft

Call to Order by President Kathy Crawford

Novi Library Whole Meeting Room
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 – Absent Excused
- Sreeny Cherukuri, Treasurer
- Priya Gurumurthy, Board Member

Student Representatives

Abhay Kakarla

Library Staff

Julie Farkas, Director

Legal Counsel

- Joellen Shortley, Attorney
- Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

Trustee Bartlett: Proposed adding an action under Matters for Board Action to discuss the upcoming board elections as they relate to past elections and the bylaws. It is under Matters for Board Action if the Board wishes to make a motion.

Motion: To Approve the Agenda with the proposed addition.
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Gurumurthy

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: January 26, 20235-19
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#623)..... 20-22

Distributed to the board were minutes for the Board Strategic Planning session with ReThinking Libraries held February 9, 2023. (Attached to the minutes as an addendum)

Motion: To Approve the Consent agenda with the addition of the minutes for the Strategic Planning session on February 9, 2023.

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

Motion passes – 6-0

Presentations

1. Recognition of Trustee Tara Michener, 8 years of service to Novi Public Library

Director Farkas and Board President Crawford thanked Trustee Michener for her service and presented her with a certificate for her service.

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.

Cannon Michener -
Spoke regarding Trustee Michener's service on the library and presented her a floral bouquet.

Reports

1. Student Representatives Report – January 202323-24
2. President's Report (Kathy Crawford)
 - A. Library Board Book Club Read: Overdue by Amanda Oliver.....25

President Crawford led a round robin book discussion regarding the book and it's message (25 minute discussion)
3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report January 2023.....26
 - B. 2022-2023 Library Budget Fund 268 as of January 31, 2023..... 27-29
 - C. 2022-2023 Contributed Fund Budget 269 as of January 31, 2023.....30
 - D. Library Fund 268 Expenditure & Revenue Report as of January 31, 2023.....31-33
 - E. Library Fund 269 Contributed Fund as of January 31, 2023.....34-35
 - F. Balance Sheets for Funds 268 and 269 as of January 31, 2023..... 36-37
4. Director's Report (Julie Farkas) 38-47
 - A. Information Technology Report (Jeffrey Smith)..... 48-49
 - B. Facilities Report....(Keith Perfect).....50

C. Information Services Report.... (Hillary Hentschel).....	50-54
D. Support Services Report.... (Maryann Zurmuehlen).....	55
E. Library Usage Statistics.....	56-63
F. Friends of Novi Library: No meeting reported.....	
G. City of Novi Historical Commission – December 21, 2022 Minutes.....	64-65

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 Michener, Staff Liaison – Julie Farkas)
 · Staff Committee: Julie Farkas, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 Staff is currently reviewing: Exhibits and Displays and Art Exhibits Policies
 · Note: Discussion on Fine Free status at May 25, 2023 meeting

· **GOALS 2022-2023:**

1. Continued review of public policies

· No meeting held

2. **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 Gojcay, Kristin Abate and Kirsten Malzahn
 · Staff is currently reviewing: Technology Use and Information Systems Policies

GOALS 2022-2023:

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.

· No meeting held

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaison – Julie Farkas)

· Library Board Budget Session Information.....49-73

· **GOALS 2022-2023:**

1. Review Financial Plan
2. Library Endowment/Foundation investigation
3. Salary Comparison and review; last done in 2018

- No meeting held

4. Events/Marketing/Fundraising Committee: Outreach opportunities (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)

- Meeting held January 30, 202366

- Next Meeting March 1, 2023

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)

- Next meeting: January 30, 2023

6. Building & Grounds Committee:

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

- No Meeting held
- Trustee Cherukuri and Director Farkas met with a local architect on January 30, 2023 to discuss the scope of work and quotation for design of main entrance; another architect has also expressed interest.
- AC Unit is installed. Waiting for vendor to confirm testing of the temperature alarm and sign off on work completed.

GOALS 2022-2023:

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

- No meeting held

7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws

(Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)

- Meeting held on: January 24, 202367-70

- Meeting held on February 2, 2023

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 January 23, 202371
- Next meeting scheduled for: February 27, 2023

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. Motion to approve the 2024-2025 and 2025-2026 269 Contributed Fund Projected Budgets per request by City of Novi.....30

Director Farkas: This is a request from the City and reflects the numbers developed during the Board's budget sessions. The City had not requested this motion explicitly for previous annual budgets.

Motion: Motion to approve the 2024-2025 and 2025-2026 269 Contributed Fund Projected Budgets per request by City of Novi

Motion - Trustee Michener

2nd – Trustee Bartlett

Motion passes – 6-0

2. Discussion of procedures for the upcoming elections

Trustee Bartlett: In the past two budget sessions the requirement for submitting a slate of candidates for election for the next year was not submitted in March. This violates the Library Bylaws. In both 2021, and 2022 there were only 4 members on the board at the end of February. Per the Bylaws all those members would either have to perfectly distribute themselves over the various positions. If they didn't, the slate would need to include the clause for filling vacant offices by seniority, essentially assigning an office to a trustee. That doesn't seem preferable. Last year Trustee Bartlett was said to have violated the bylaws, but was not even a board member for a time period prior to the March meeting.

In each year, one or more board appointees ran for offices and the slate appeared in the April packet to accommodate these choices. Getting ahead of it, he would like the board to be aware of assigning offices with only 5 members (number of Members at the end of February) or have the board authorize an April slate.

Trustee Michener: Mentioned that this is one of the issues the Bylaws Committee was reviewing but hadn't come to a consensus as to how to handle it. She reviewed the work the bylaws committee has discussed in session regarding how to handle elections in the future.

Trustee Dooley: Wanted a more detailed proposal rather than discussing this tonight. The seniority clause of the bylaws was not one that she was familiar with and questioned the slate of officer's requirement. A copy of the bylaws were not readily available at the board table.

Director Farkas: Indicated she was not prepared for this. She also indicated that the bylaws may not include the slate provision as being required in March.

Trustee Crawford: Asked what the board should do regarding this discussion.

Trustee Bartlett: Stated that he would deliver the slate under either the March requirement or the April slate that proved to be more effective in previous years. With no action by the board, the March requirement would need to be met as it is clearly in the bylaws as is the automatic assignment clause in case of a position not being filled (the drafted clause). This would just be a temporary 2023 member until bylaws can be finished.

Trustee Michener: Even though the board indicated a preference of the April slate, she strongly suggested the board decide this issue with a motion to be sure that it was a matter of record.

Motion: For the 2023 election cycle, the slate of officers will be delivered in the April board packet rather than the March Meeting

Motion - Trustee Bartlett

2nd – Trustee Michener

Motion passes – 6-0

Adjournment

Motion: Motion to Adjourn at 8:31 PM

Motion - Trustee Michener

2nd - Trustee Cherukuri

Motion Passes – 6-0

Communications

1. 2/2/23: Email from Heather Sutherlin, Hickory Woods PTA – Re: Author Event.....71

Supplemental Information

- Library Board Calendar 2023.....72
- Library Closings 2023.....73

2023 Future Events:

- March is National Reading Month
- **3/15/23:** City of Novi Historical Commission Regular Meeting at 7pm – Novi Public Library
- Strategic Planning Retreat – **Tuesday, March 21** (4-8pm); **Wednesday, March 22** (9am – 12pm) – Novi Public Library
- **3/23/23:** Library Board of Trustees Regular Meeting at 7pm – City of Novi, Council Chambers
- **4/9/23:** Library CLOSED
- **4/12/23:** Friends of Novi Public Library Regular Meeting at 2pm – Novi Public Library
- **4/19/23:** City of Novi Historical Commission Regular Meeting at 7pm – Novi Public Library
- **4/27/23:** Library Board of Trustees Regular Meeting at 7pm – City of Novi, Council Chambers
- **4/23 – 4/30** NATIONAL LIBRARY WEEK

ADDENDUM 1: Minutes to Board Strategic session

February 9, 2023



Library Board Strategic Planning Session
Thursday, February 9, 2023
11:30am – 1:00pm
(Board Lunch Provided)
Novi Public Library – Whole Meeting Room

AGENDA

1. Call to Order - Kathy Crawford, President

2. Roll Call – Brian Bartlett, Secretary

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 – Absent excused
Sreeny Cherukuri, Treasurer
Priya Gurumurthy, Board Member
Library Staff
Julie Farkas, Director

3. Pledge of Allegiance

4. Approval and Overview of Agenda

Motion: To Approve the Agenda as documented in the posted meeting notice.
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Gurumurthy

Motion passes – 6-0

5. Introduction of Rethinking Libraries Moderators

Rob Cullin and Randy Maxey - Strategic Planning Consultants, Re-Thinking Libraries

Mr. Cullin and Mr. Maxey introduced themselves. Mr. Cullin acted as moderator, while Mr. Maxey took notes and documented the session for follow-up by Re-Thinking Libraries.

6. Feedback session with Library Board Trustees and Library Director (90 Minutes)

-Discussions regarding Novi and Novi's growth. Challenges included in the upcoming build out rather than relying on growth in population and tax contributions of the years. These contributions are offset by delivering services to an ever-growing populace.

-Discussion of the diversity of Novi and the growth especially in Asian populations. Some of these citizens are permanent and a number are temporarily assigned to the area for several years. Some speak non-English in the home.

-Discussion of the DEI initiatives from the past few years. Talks about how to reach out to all constituencies in Novi.

-Covered budget constraints based on size and growth. The budget for the library was based on a smaller building with much less public/conference space. The library has operated on this budget and has significantly increased programs and community outreach programs that weren't in place before. The library has consistently responded to grow programs and the budget is not there to continue. Looking for a strategic plan to establish priorities. The plan would identify what services to add, but also what to cut as well.

-Hours may be a source of adjustment to get more use of the Library in the early morning. There is an indication that patrons would like to see a 9AM opening. The last hour of the library (typically 8-9) is not a heavily used time. This would result in a standard day of 9AM-8PM rather than 10AM – 9PM. This might also accommodate a number of citizens who drop off children at school in the morning and need an alternative workspace that the library could provide.

-Staff is showing signs of burnout and pressures. Much of this has been due to the challenges in keeping service levels high without full staffing. The discussion involved the recent salary increases, recruiting and retaining staff, and effective cross training to best use staff we have.

-Discussion regarding the Novi Library's technical infrastructure. The library needs some upgrading in this area. Discussions regarding the challenges in staying current as IT library jobs do not necessarily compensate individuals as many high-tech industries.

-Board members were given a set of green stickers to highlight their priorities of items listed on the back board. These choices were also provided to various citizens groups over the last 3 days.

7. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

No Public Comment (Note: No members from the public attended the session.)

8. Adjourn- 1:10 PM

Motion: Motion to Adjourn at 1:10 PM
Motion - Trustee Michener
2nd - Trustee Gurumurthy

Motion Passes – 6-0



Brian Bartlett, Secretary

March 23, 2023

Date