



**CITY OF NOVI LIBRARY BOARD  
MINUTES, VIRTUAL MEETING  
December 16, 2020**

**1. Call to Order**

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Melissa Agosta, President, at 7:00 p.m.

**2. Roll Call by Secretary, Torry Yu**

**Library Board**

Melissa Agosta, President  
Kat Dooley, Vice President  
Bill Lawler, Board Member  
Craig Messerknecht, Board Member  
Tara Michener, Board Member  
Geoffrey Wood, Treasurer (absent and excused)  
Torry Yu, Secretary

**Student Representatives**

Sarah Chang (left virtual meeting at 7:47 pm)  
Tarun Tangirala (left virtual meeting at 7:47 pm)

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

Housekeeping rules were reviewed: President Agosta, respectfully asks all Trustee's to mute until it is their time to speak, stressing that when one person is speaking this allows their voice to be heard fully without any interruptions. Also, trustees should please raise their hand if they would like to speak next. During voting, trustees please verbally say yes and raise their hand for visual confirmation. Additionally, President Agosta requested that Trustee's please turn off their camera if they need to leave the virtual meeting and turn it back on when they return.

Trustee Michener suggested roll call vote for clean recording. President Agosta mentioned this was discussed and the by-laws were reviewed and it was decided that it was not needed for the Library.

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

#### **4. Approval and Overview of Agenda**

A motion was made to approve the Overview of the Agenda.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

Trustee Yu inquired about the residency status sentence in the public comment section requesting the speaker state their name and address. Director Farkas explained this section is taken from the City's section and it allows the Library to verify residency and information if the Library needs to reach out to the individual. Also, non-residents are still able to comment during this time.

#### **5. Consent Agenda**

##### **A. Approval of Regular Meeting Minutes –October 22, 2020**

A motion was made to approve the regular meeting minutes.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

##### **B. Approval of Claims and Warrants (# 596 and #597) for Accounts 268 and 269**

A motion was made to approve the claims and warrants 596 and 597 for accounts 268 and 269.

1<sup>st</sup>- Torry Yu

2<sup>nd</sup>- Craig Messerknecht

The motion passed unanimously.

##### **C. The November 18, 2020 Regular Library Board Meeting was cancelled**

#### **6. Correspondence**

- A. Thank you email from Natalie Kneifel Re: Book club and discussion
- B. Thank you email from Belle Hornung Re: Trivia Night Program
- C. Thank you letter from Cortney Hanson, City Clerk Re: Voting Day
- D. Instagram Post Re: thank you for library services

Trustee Yu worked as a precinct 18 worker at the Novi Library location and wanted to take a moment to thank Director Farkas and the staff for helping make the day run smoothly. Director Farkas thanked Trustee Yu and she is happy to have the opportunity for the Library to be a precinct.

#### **7. Presentation/Special Guest**

##### **A. 2019-2020 Annual Report by Dana Brataniec, Communications Coordinator**

- Ms. Brataniec presented an informative, virtual Fiscal Year End review for Fiscal Year end 2019-2020. The Annual Report can be found on pages 61-62 of the December 16, 2020 Library Board packet. Also, the report can be found in the Library webpage under quick links as well as in the Library Board section.
- Director Farkas informed the Board that in order for the Library to maintain excellent status for QSAC, the collections portion of the expenditures needs to maintain 15%. For fiscal year 2019-2020 collection expenditures are 16%, which is higher than the requirement.

**B. Building Diverse Collections by Katie Edmiston, Librarian**

- Katie covered valuable highlights from the Building Diverse Collections webinar she attended. Some important highlights covered include:
  - Information and education about cultural literacy and diversity concepts: including white privilege, unconscious bias, intersectionality, cultural appropriation, etc...
  - Ways for Librarians to recognize and combat stereotypes, tropes and microaggressions.
  - The idea that books should be windows, mirrors and sliding glass doors.
  - Ways to conduct a Diversity Audit and bring Diversity into collections
  - #own voices movement

Trustee Michener was appreciative of the presentation and loved the window, mirrors and sliding glass doors concept. Trustee Michener mentioned the community and national percentages that Katie discussed and suggested that the window piece is the key to learning about other cultures. Additionally, Trustee Michener suggested the Board read a Novi Library suggested book together to achieve more cohesion.

Trustee Dooley is excited about where Novi Library is headed and appreciates this framework Katie provided. Trustee Dooley mentioned that in regards to representation, some of the hindrances in marginalized communities is the ability access to be published authors and getting their content into the world. She added that it would be helpful to provide resources to these communities like where to go to get their ISBN, or where to get copyrighted.

**8. Student Representatives Report**

- A.** The Student Representatives report for October and November, 2020 can be found on pages 22-23 of the December Board packet.

Trustee Lawler congratulated the student representatives for the turnout for these activities particularly, the SAT and the ACT testing.

**9. Executive Session**

N/A

**10. President's Report (Melissa Agosta, President)**

- A.** Email to Library Board on Friday November 13, 2020 Re: Meeting Cancellation
- On page 24 of the December 2020 Board packet
- B.** 2019-2022 Strategic Objectives (3 year plan) – updated September 24, 2020
- On page 25 of the December 2020 Board packet
- C.** 2020-2021 Goals Update (July, October, January, April) as of November 2020
- On pages 26-37 of the December 2020 Board packet
  - Trustee Dooley mentioned page 30 emphasizes some of the updates for the marginalized community and encourages the community to review the document. Trustee Dooley would like guidance on finding the YouTube ESL initiatives on the Library's channel. Director Farkas will be happy to provide the quick link for the YouTube requested. Trustee Michener voiced that the community does see the work.
- D.** Library Director's Mid-Year Review (January 28, 2021)
- Melissa Agosta asked Trustees to send the Mid-Year Review to her or the HR Committee by Jan. 11, 2020. One report with all comments will be provided and an average of numbers will be included.

## **11. Treasurer's Report (presented by President, Melissa Agosta)**

### **A. 2020-2021 Library Budget Fund 268**

The 2020-2021 Library Fund 268 Budget can be found on pages 38-40 of the December 16, 2020 Library Board packet.

- The 2020-2021 Library Fund 268 budget (COVID column) calls for revenue of \$3,124,300 and expenditures of \$3,221,824 consuming \$97,524 of the fund balance.

### **B. 2020-2021 Contributed Fund Budget 269**

The 2020-2021 Contributed Fund 269 Budget can be found on page 41 of the December 16, 2020 Library Board packet.

- The 2020-2021 Contributed Fund 269 budget (COVID column) calls for revenue of \$46,500 with expenditures of \$51,050 consuming \$4,550 of the fund balance.

### **C. Financial Report October and November 2020**

The October and November financial reports can be found on pages 42-43 of the December 16, 2020 Library Board packet.

### **D. Library Fund 268 Expenditure & Revenue Report ending October 31, 2020**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 44-47 of the December 16, 2020 Library Board packet.

- Revenue ending October 31, 2020 was \$3,081,906
- Expenditures ending October 31, 2020 was \$919,430

### **E. Library Fund 269 Contributed Fund Expenditure & Revenue Report ending October 31, 2020**

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 48 of the December 16, 2020 Library Board packet.

- Revenue ending October 31, 2020 was \$8,153.
- Expenditures ending October 31, 2020 was \$6,715.

### **F. Library Fund 268 Expenditure & Revenue Report ending November 30, 2020**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 49-52 of the December 16, 2020 Library Board packet.

- Revenue ending November 30, 2020 was \$3,094,177
- Expenditures ending November 30, 2020 was \$1,126,365

### **G. Library Fund 269 Contributed Fund Expenditure & Revenue Report ending November 30, 2020**

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 53 of the December 16, 2020 Library Board packet.

- Revenue ending November 30, 2020 was \$12,370
- Expenditures ending November 30, 2020 was \$7,666

### **H. Balance Sheet Funds 268 and 269 as of October 31, 2020**

The Balance Sheet for Fund 268 and 269 as of October 31, 2020 can be found on pages 54-55 of the December 16, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of October 31, 2020 was \$4,424,473.28
- Ending Fund Balance for Fund 269 as of October 31, 2020 was \$1,708,416.77

### **I. Balance Sheet Funds 268 and 269 as of November 30, 2020**

The Balance Sheet for Fund 268 and 269 as of November 30, 2020 can be found on pages 56-57 of the December 16, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of November 30, 2020 was \$4,229,809.30
- Ending Fund Balance for Fund 269 as of November 30, 2020 was \$1,711,683.38

## **12. Director's Report**

The Director's Report can be found on pages 58-92 of the December 16, 2020 Library Board packet. Staff members celebrating anniversaries for December and January are:

- Emily Brush – Information Services – 5 years
- Shannon O'Leary – Information Services– 5 years
- David Silberman – Information Services – 11 years
- Kathleen Alberga- Information Services – 8 years
- Kelly Kolchuk – Information Services – 19 years
- Taha Aisar – Support Services – 8 years

### **Directors Report Summary**

- Director Farkas wished the Board a Happy Holidays and appreciates their time, commitment and leadership.
- On pages 59 and 60 is the Remote Work Policy during Pandemic, this will be discussed Under Matters for Board Action.
- On pages 61 and 62 is the Annual Report. This report was updated and will be given to the Trustees.
- On pages 63-68 is a copy of the presentation Dana provided at this meeting.
- On page 69 is a flyer for the Mental Health Series which is part of Gail Anderson's mental health series. Director Farkas commented that The Psychological Impact of Racism was fantastic and other great topics are scheduled.
- On page 70 is information for the 2021 Money Smart Kids Read, which will be held virtually.
- On page 71 is the COVID update; daily use of building. Thank you to April Stevenson for putting tables in the lobby for guests to be able to make books selections from.
- On page 73 is an email to Library card holders informing patrons about the closure due to an employee testing positive.
- On pages 74-87 are November and December 2020 e Newsletters.
- On pages 88-91 are communications from Oakland County and MDHHS.

### **A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 93-95 of the December 16, 2020 Library Board packet.

### **B. Facilities Report**

The October and November reports will be included in the January 2021 Board packet. The facilities department has been working extra hard to keep the building sanitized. Additionally, the facility employees have been working on building upkeep that normally a contractor would perform, which is a cost savings to the Library.

### **C. Information Services Report**

The Information Services Report prepared by April Stevenson is found on pages 95-101.

### **D. Support Service Report**

The Support Services report prepared by Maryann Zurmuehlen is found on pages 102-103.

### **E. Library Usage Statistics**

The Library usage statistics update is included on pages 104-113.

**F. Friends of Novi Library-October 14, 2020 minutes, November 11, 2020 agenda**

On pages 114-116 are the October 14, 2020 minutes and November 11, 2020 agenda. The Friends did not have a December meeting and do not plan to have a January meeting.

**G. City of Novi Historical Commission**

On pages 117-128 are the September 16, 2020 minutes, October 21, 2020 agenda, October 21, 2020 minutes, November 18, 2020 agenda and the November 18, 2020 minutes. The Historical Commission Wreath project is underway and Director Farkas commented what a wonderful job the Historical Commission does with this project.

**Question/Answer/Comment Section**

The Library Board Calendar is on page 129.

Trustee Messerknecht noted that the top of the calendar on page 129 says the budget planning sessions are scheduled for Jan 7<sup>th</sup> and 22<sup>nd</sup> at 5pm. The correct dates are Jan. 7<sup>th</sup> and Jan. 21<sup>st</sup>. Both days are Thursdays.

**13. Committee Reports**

**A. Policy Committee: Review current public policies for the Library**

(Michener-Chair, Agosta, Staff Liaison- Julie Farkas)

- Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- As of October 2, 2020, draft policy documents have been received by the attorney. They will be distributed to the staff committee for further review.
- Committee met on November 19, 2020 to discuss a Remote Work During Pandemic Policy which was shared with the Library Board in email. This policy will be brought forth as a Matter for Board action. Committee also continued conversations regarding hate speech language. Limited time was scheduled for the meeting and another meeting will need to be scheduled.
  - Trustee Michener added she is still in favor of the hate speech clause and conversations about the clause continue.

**B. HR Committee: HR Policies, Director Review& Goals, Salary Study**

(Agosta – Chair, Wood, Dooley, Staff Liaison – TBD)

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcaj, and Kirsten Malzahn.
- HR Policy staff review has been suspended until a new HR manager is hired.
- HR Manager posting closed on September 8, 2020. 83 applications were received for the position. Interviews took place in October (by zoom and in- person), unfortunately, the position was not filled. Another round of candidates (14 people) are being considered at this time. Deadline for the candidates is December 16, 2020.
- HR Policy staff review has been suspended until a new HR Manager is hired.
- 2<sup>nd</sup> interviews for a HR Manager are scheduled for: Monday, October 19, 2020.

**C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation**

(Wood – Chair, Messerknecht, Lawler, Staff Liaison -Julie Farkas & Barbara Cook)

- Finance Committee is finalizing the dates for the upcoming Budget Session planning meetings. The 21/22 Budget will need to be approved at the January 28, 2021 meeting.
- See email from Kathy Webb regarding State Aid funds in Director's report.
- CARES Act funding was submitted to Oakland County at the end of November. Approximately \$30,000 in reimbursements is being considered.

- 21-22 Budget Planning Meetings:  
Thursday, January 7<sup>th</sup> 5pm-8pm by Zoom  
Thursday, January 21<sup>st</sup> 5pm-7pm by Zoom  
Thursday, January 28<sup>th</sup> 7pm Regular Meeting-Approve the 21/22 Budget

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Yu– Chair, Michener, Dooley, Staff Liaison -Julie Farkas)

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
  - Trustee Agosta attended several virtual story times
  - Trustee Lawler attended the Community Reads event featuring Derf Backderf, and cooking with Novi Restaurants
  - Trustee Michener attended DEI Listening Sessions and Reflections, Fraternity and Sorority Story time, Virtual Shopping Expo and the Dr. Jay Marks event. Trustee Michener gives a shout out to Dr. Randolph who did the Sorority Story time.
  - Trustee Yu attended the DEI Listening session, viewed the recorded Reflection, Virtual Shopping Expo, several recorded story times and cooking with Novi event.
  - Trustee Dooley attended the DEI Listening and Reflection sessions and a portion of the Fraternity and Sorority Story time.

**E. Strategic Planning Committee: Annual review of current plan**

(Dooley – Chair, Yu, Staff Liaison – Julie Farkas)

- Library Board approved updates to the Strategic Plan 2019-2022 on September 24, 2020.

**F. Building/Landscape Committee: Entrance project**

(Messerknecht – Chair, Lawler, Wood, Staff Liaison – Julie Farkas)

- Lending Library Kiosk- Project planning on hold until January 2021. Projected time for implementation and unveiling of the kiosk is April/May 2021 due to COVID.
- Library Van- Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- Air Duct Cleaning RFP- Bid went out in November. Vendor tours occurred on December 10, 2020. 7 companies made appointments and attended the tour. These vendors would qualify for submitting a bid. Bids are due on Wednesday, January 6, 2021.
- Library Café-Information was shared with the Finance Committee to consider not charging the Café vendor rent for January – June 2021 due to COVID and the very limited hours and closures that have occurred over the past 6 months. This will be brought forth as a Matter for Board action.
- State Aid and DSLRT Submissions-Data is being compiled and should be submitted by end of December. This report is required to be filed annually in order for the library to be considered for State Aid revenue. Typically, these reports are filed by the HR staff person.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta, Staff Liaison – Julie Farkas)

- Committee met on October 5, 2020 at 5pm to discuss bylaw updates.
- The Committee reviewed the City of Novi's Council Organization Rules and Order of Business for language considerations.
- Members of the Committee attended a Bylaws Webinar on Friday, October 30, 2020 hosted by Library of Michigan for consideration of additional language to incorporate into the Bylaw draft.
- Committee met on November 12, 2020 to discuss further draft language changes.

## H. **Equity and Inclusion Committee**

(Michener – Chair, Dooley, Staff Liaison – Julie Farkas, April Stevenson, Barb Rutkowski, Maryann Zurmuehlen, Gail Anderson, Dana Brataniec, Tia Marie Sanders)

- An email account was established [DEINoviLibrary@novilibrary.org](mailto:DEINoviLibrary@novilibrary.org) for the purposes of receiving community feedback. There are 9 people (Board Committee members and staff that will monitor this email). Protocols for how the communications should be responded has not been defined as of yet. The committee will continue to flesh this out. This email address will be added to the library's website and will also be included on a new DEI page being created once a new website design has been completed.
- Memberships to various American Library Association diversity groups have been initiated.
- A meeting is scheduled for Monday, December 14<sup>th</sup> at 2pm via zoon.
- Katie Edmiston, Librarian was asked to present information to the Library Board regarding Equity & Inclusion and Building Diverse Collections.
- A Community Listening Session is scheduled for Tuesday, October 27<sup>th</sup> at 7:00pm. See the flyer included in the packet. All Board Members are asked to sign up for the Zoom event in order to hear from our Novi Community. Trustee Michener and Dooley, along with Director Farkas and NPL staff will be visible to those who join the event in order to comply with OMA. Promotion of the event included: special e-newsletter-October 9, 2020 (see Director's report), Nextdoor, Social Media, library website, staff email, Peachjar (NCSD).
  - Trustee Michener discussed the Community Listening Sessions and Reflections and recommendations that came from these sessions. Trustee Michener mentioned that during the sessions attendees have mentioned the importance of representation at the Library. Also, Trustee Michener appreciated Director Farkas mentioning George Floyd in the Annual Report.
  - The next DEI meeting is January 12, 2020. Trustee Michener said she was asked if the entire Board was committed to the DEI initiative. Therefore, Trustee Michener suggests that the Board consider attending an event or commit to a reading a book together to show unity.
  - Trustee Dooley provided examples of suggestions from viewers at the listening sessions and reported on the suggestions that the Head of Information Services Librarian, April Stevenson, has already completed.

## 14. **Public Comment**

DeJuan Woods, Novi Resident, 49589 Hartwood Drive. Mr. Woods listened to the presentation tonight by Librarian, Katie Iverson and he is proud to be a Novi resident and especially proud to be a patron of the Library. He has a six year old and they often visit the Library and he commends the library's efforts. He said there is no coincidence that Novi has the number 1 school district and that Deerfield is the number 1 elementary school. He pointed out that reading is fundamental to academics to testing and to the entire education process and that the Library is the foundation to the community, its success and educational ratings. He said going forward taking advantage of resources and opportunities, there are opportunities with Wayne State University and acknowledged that Julie Farkas and Dr. Steve Matthews are alumni of Wayne State University. He stated there is an opportunity to connect with Jon Cawthorne, President of the College Library Association on best practices to share what is happening nationally and to highlight Novi's success. Mr. Woods said this could be a mutually beneficial partnership. Mr. Cawthorne is eager to work with the Novi Library and Mr. Woods believes Trustee Michener has been in contact with Mr. Cawthorne. Mr. Woods commented that another important relationships exists between all of the colleges and universities and the data for working with the universities with best practices will only strengthen Novi Library. He mentioned Librarian Katie is alumni of University of Michigan. Mr. Woods is an African American and proud to hear all the work that the Library is doing. He thinks that words matter and repeated the Deerfield elementary credo.



Lisa Goss Hopson, Novi Resident, 49773 Hartwick Drive. Mrs. Hopson echo's the sentiments of Mr. Woods this evening. She mentioned they are neighbors and their children attend Deerfield together. She said she is honored and proud to live in the Novi community and found it heartwarming to listen to the Trustees and said they have grown a lot over the last few months to matters of equity and diversity. She suggested a visit to the Indianapolis Public Library's main branch. Her husband and her visited this summer and spent a good portion of the afternoon browsing through their diversity and equity sections of the Library. She suggests that the Board sit down together and see what other library collections have to offer; perhaps a virtual tour with Indianapolis Library. She was listening to Trustee Michener's report and is following virtual program offerings and its representation of everyone that lives in Novi is very important. She would like to see continued talks about adding the anti-hate speech clause in the Library's mission statement and policy. She would like to see something in writing to indicate that. She is a history teacher in Farmington Public Schools, specializing in US History and African American History. She offered her help if the Library needs a teacher liaison.

Paula Henry- Novi Resident, President of PAASN, 23575 Stonehenge. She applauds the efforts of the Novi Public Library over the last couple months. She is excited about the diversity audit. She said it is great that there are more opportunities to see things and the opportunity to read things about people that look like me. She is thankful for the opportunity to share in the listening sessions and hopes that these opportunities continue and that the suggestions that are given will continue to blossom at some point. PAASN is always looking for opportunities to partner with the Library. She stated her concern and hopefulness in the Novi Public Library creating the anti-hate speech clause as a part of the Library's policy. She really wants to push that point and wants to make sure everyone is comfortable in the Library and that is not okay to be called something that is degrading. It is her hope that the Novi Library will continue to work on creating a policy of anti-hate speech clause. PAASN provided some opportunities to the Library that they would like to be involved in. She likes the direction that thing are going and would like to continue to see movement in the direction of being inclusive, being equitable and being able to see and read things about people that look like me.

Punita Thurman- did not state address. She wanted to say thank you to the Board for their leadership. She watched over the last few months with admiration for the way that the Board has provided leadership on such a difficult issue. She mentioned how DeJuan spoke about the library playing an instrumental role in the community, schools and education. She said the leadership the board has demonstrated to take on hard issues to be courageous, acknowledging, and being open and listening to the issues around race and equity in the community is nothing to be overlooked. She sees the Library Board leading ahead of the school district and the City and she is grateful for the openness which was used to approach a really tough conversation. She continues to have high hopes, expectations, and aspirations for how the Board will continue the work moving forward, continuing to think about the anti-hate language. She spoke about diversity in hiring at the front of the process, representation in the offering in the library in terms of materials and webinars sets the pace in creating a space for openness and for learning. She said many in the community are watching with admiration and high hopes that this will continue to push forward both at the Library and pushing the community forward with these issues.

## **15. Matters for Board Action**

- A.** Approve waiving the leasing fee to the café vendor for January- June 2021 due to the limited usage based on COVID-19.

A motion was made to approve waiving the leasing fee to the café vendor for January – June 2021.

1<sup>st</sup>-Craig Messerknecht

2<sup>nd</sup>- Melissa Agosta

The motion did not pass with 3 yes and 2 no votes.

Trustee Michener inquired about the budget and being fiscally responsible. Trustee Dooley mentioned reduced resource usage and the probability that the space is not utilized and therefore costs are not being incurred in that space. Director Farkas will follow up with a report from the café.

**B. Approve the Remote Work Policy During Pandemic**

A motion was made to approve the Remote Work Policy During the Pandemic.

1<sup>st</sup>- Tara Michener

2<sup>nd</sup>-Torry Yu

The motion passed unanimously.

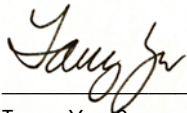
**16. Adjourn**

A motion was made to adjourn at 8:53 p.m.

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>— Kat Dooley

The motion passed unanimously.



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Torry Yu, Secretary

January 28, 2021

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Date