



**Library Board of Trustees
Regular Meeting - MINUTES
April 28, 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 7:02 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – All 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, Acting Treasurer

Student Representatives

Abhay Kakarla
Rida Salim

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Legal Council

Debra Walling, Attorney
Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

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

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

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: March 24, 20225-10
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#613).....11-13

Motion: To Approve the Consent agenda as documented.

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

Motion passes – 7-0

Presentations

No Presentations

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.

Sharon Trumpy, Harvest Drive, Novi, MI
Congratulated April Stevenson on new career opportunity, discussed Fine Free and Trustee DEI committee resuming.

Reports

1. Student Representatives Report
(Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – March 2022.....14
2. President's Report (Kathy Crawford)
 - A. Updated letter from Dr. Lee Meadows.....15-17
 - B. Trustee Information
 1. Michener – National Library Week/PLA (Update: Trustee Michener attended as Library of MI. guest and was featured on the website. Trustee Michener thoughtfully gathered gifts from the event for the Library Trustees.)

President Crawford: Reached out to Dr. Meadows and asked him to be more specific and expand suggestions relating to onboarding and building blocks. This summary is on pages 15-17 of the April Board Packet. Dr. Meadow's additional suggestions will be discussed further in HR Committee. President Crawford is pursuing Dr. Meadow's recommendation for additional Board Development and Training.

Trustee Michener: Had additional questions/comments regarding Dr. Meadow's update.

- What triggered update from Dr. Meadow's? Answered above by President Crawford.
- Concern about note involving City of Novi (in orientation packet) She reminds the Trustees that the Library governs themselves.

- Mentoring- Allow members to be mentored before thrust into duties. Trustee Michener mentioned this supports not assigning chairs right away.
- Board Source Recommendation- Trustee Michener suggests looking into Library specific organizations.
- PR Campaign- Gave examples of how the board already highlights accomplishments and suggested this step may not be necessary

3. Treasurer's Report (Trustee Cherukuri)

- A. 2021-2022 Library Budget Fund 268.....18-20
- B. 2021-2022 Contributed Fund Budget 269.....21
- C. Financial Report March 2022.....22
- D. Library Fund 268 Expenditure & Revenue Report March 31, 2022..... 23-25
- E. Library Fund 269 Contributed Fund as of March 31, 202226
- F. Balance Sheets for Funds 268 and 269 as of March 31, 2022..... 27-28

4. Director's Report (Julie Farkas) 29-41

- A. Information Technology Report42-43
- B. Facilities Report.....44
- C. Information Services Report..... 44-47
- D. Support Services Report48
- E. Library Usage Statistics..... 49-57
- F. Friends of Novi LibraryN/A
- G. City of Novi Historical Commission – February 16, 2022 Minutes.....58-59

Trustee Michener and the board congratulated April Stevenson, who accepted the Directors Position at the White Lake Township Library. Director Farkas and Trustees discussed open positions at the Novi Library. Trustee Gurumurthy asked shareholders to network all current open positions at the Novi Library.

Public Comment

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Sharon Trumpy, Harvest Drive, Novi, MI
Discussed the Officer Slate and their selection.

Jason Michener, Harrier Place, Novi, MI
Congratulated April Stevenson. Discussed Trustee DEI Committee resuming, and complemented book window service.

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, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel
 - No meeting; no meeting scheduled
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, Kirstin Abate and Kirsten Malzahn.
 - Meeting held on: April 21, 2021.....60
 - Next Meeting: May 17, 2022
 - **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 missions 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 on: April 4, 2022.....60-63

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec) ·
 Meeting held: 4/20/22.....64-65 ·

GOALS:

- 1: Read box fundraiser during National Library Week (April 2022)
- 2: Bigger ongoing support to Friends of Novi Library
- 3: Marketing plan update (Dana Brataniec)

Trustee Dooley thanked facilities staff member Keith Perfect for building the read boxes. Trustee Michener offered raffle ideas in the future to support community interest in read boxes. Trustee Dooley informed the Trustees that NPL staff is committed to 3 DEI Training opportunities this FY. She suggested Trustees make similar commitments to training. Trustee Dooley updated Trustees on DEI Scorecard.

5. **Strategic Planning Committee:**
 (Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
 · No meeting; No report.
 · Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.

6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 · Meeting held: 4/13/22.....65-66

GOALS:

1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
2. 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.
3. Review NPL's current Technology Plan (Barb Rutkowski, Head of IT)

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 · No meeting; no report.
 · **GOAL:** Review current Library Board Bylaws
 (Last updated March 28, 2019)

8. **DEI: Diversity, Equity and Inclusion Committee**

(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)

· Meeting held on 4/4/22.....67-68

· Next meeting: May 2, 2022

· **GOALS:**

1. Recommend All Board Trustees - At Least 3 DEI training 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: Slate of 2022-2023 Officers for the Novi Public Library Board of Trustees:

Trustee Bartlett All members had been contacted and were asked which positions they were nominating themselves for. The current nominees are:

President - Kathy Crawford

Vice President - Kat Dooley, Mark Sturing (2 nominees)

Treasurer - Sreeny Cherukuri

Secretary - Brian Bartlett

All members were provided with a ballot including space for candidates nominated tonight at the board meeting.

Trustee Michener Per OMA rules, no secret ballots and the vote must be done with a roll call vote. Trustee Michener supports Trustee Dooley for Vice President.

Trustee Crawford Discussed the Ballot vs. OMA and verbal voting.

Trustee Bartlett This year's ballots were patterned after last year's ballots that were all submitted, signed and recorded for Open Meeting purposes. Last year, the board was on video and there was only one person for each office so a slate of officers was elected with one vote. This year will require voting on each office. The board still needs to close nominations.

Motion: To Close Nominations for the 2022-2023 Library Board Officers

1st Motion – Trustee Sturing

2nd – Trustee Dooley

Motion Passes: 7-0 - Roll Call Vote

Election: Votes for Kathy Crawford for President of the Novi Library Board– 7

Crawford Elected – 7-0

Election: Votes for Kat Dooley for Vice President of the Novi Library Board– 4

(Dooley, Bartlett, Michener, Gurumurthy)

Votes for Mark Sturing for Vice President of the Novi Library Board - 3

(Crawford, Sturing, Cherukuri) **Dooley Elected - 4-3**

Election: Votes for Sreeny Cherukuri for Treasurer of the Novi Library Board– 7

Cherukuri elected - 7-0

Election: Votes for Brian Bartlett for Secretary of the Novi Library Board– 7

Bartlett elected – 7-0

2022-2023 Novi Library Board Officers (May 1, 2022 – April 30, 2023)

President - Kathy Crawford
Vice President - Kat Dooley
Treasurer - Sreeny Cherukuri
Secretary - Brian Bartlett

Trustee Crawford Indicated that she wishes to keep committee assignments as they currently are rather than changing members at this time. If board members are looking for reassignment, feel free to let her know.

2. To approve an "ad hoc" committee for the purpose of creating an "On Boarding" procedure for new trustees to the Novi Library Board.

Trustee Michener Supports creating an Ad hoc meeting per the suggestion of Dr. Meadows. Looking for creating a welcoming, inclusive experience for new members. This would be beneficial for providing a head start to new members to increase their productivity.

Trustee Dooley Appreciates the goals of this proposal. Trustee Dooley is concerned about bandwidth and ability to cover the extra 'ad hoc' ability. Would Trustee Michener be willing to handing the issue to the HR committee. She also discussed whether on boarding would require enough board members that create an OMA 'public meeting' training session.

Trustee Michener Still is looking for a separate committee. If it doesn't get passed she would hope to participate with the HR committee.

Trustee Gurumurthy Finds on boarding very important. She feels she had a very productive on boarding, but would support improvements in the process. She would be in favor of putting it into the HR committee.

Trustee Bartlett Supports the function, but does not support a separate committee. The By Laws empower the President to set up a committee for uncommon items. On boarding is a common occurrence and needs to be integrated with the bylaws. The bylaws are currently lacking as far as transition. Creating another committee only adds to the problem.

Trustee Sturing Feels this is an effort that satisfies the board, not satisfying the needs of the library and the residents of the community. Also thinks that this responsibility should be handled by one of the existing committees. During his onboarding he felt he had all the information he needed.

Trustee Michener Felt Trustee Sturing didn't understand the motion. This is to improve the boards effectiveness and understanding of all the by-laws and organizations governing the board.

Trustee Crawford Doesn't feel onboarding is well defined. Concerned we have a solution searching for a problem. Would prefer to have the HR Committee review the policy with input from other board members.

Trustee Dooley Liked the ideas of moving it to the Bylaws committee. She believes this offered a better solution than an adhoc committee.

Motion: To approve an “ad hoc” committee for the purpose of creating an “On Boarding” procedure for new trustees to the Novi Library Board.

1st- Trustee Michener

2nd-Trustee Dooley

Motion Fails – 1-6 (Aye Michener)

(Nay, Crawford, Cherukuri, Dooley, Bartlett,
Sturing, Gurumurthy)

3. Novi Library to continue the fine free policy for the Novi Public Library with a scheduled review of the policy in April/May of 2023 by the Novi Library Board as it affects lost items.

Trustee Bartlett The Finance Committee has reviewed the issues discussed at the board issue. The board has asked for several metrics detailing exactly what items and patrons are not returning items. Many of those metrics are not available through TLN. We have passed a budget without fines, but wanted to study the effect on lost items. The lost items, i.e. items not returned have increased over the term of going fine free during Covid. The library has the opportunity to market this (fine free) to the public. In one year, the board will be required to evaluate the lost items.

Trustee Cherukuri Reads the policy as continuing the Covid status for another year, not changing the default status of the library. All data regarding the “success” of fine free has been anecdotal in nature. Trustee Cherukuri is also concerned about the revenue loss and the restriction it causes on doing other positive things for the library.

Trustee Michener Discussed other national pushes for fine free along with the push in Michigan. There is concern as to how the lost items are accounted for as far as percentage of those items checked out. Trustee Michener also discussed the difference between fines and late fees and penalties.

Trustee Sturing Discussed this issue and believed it was provided for in the budget. He is also concerned about the lost revenue. As he understands (per the metrics) there are very few persons that are not able to use the library because of the fine policy. He would support with one more year of an extension, but not as a default for “Fine Free” since it is consistent with the budget and the metrics.

Trustee Dooley Trustee Sturing was correct that the budget did not include fines. Fine free has not resulted in budget deficits over the last couple years and the library has been operating without this revenue. Additionally, with the increased number of residential properties being built that revenue will be made up.

Trustee Cherukuri Also recollected that the proposal was to extend fine free for another year. Noted that the surplus was based on the Library not being at full employment. Also, he noted that the MLA while going fine free, was very vocal at retaining fines from traffic and license violations that effect lower income citizens. He asked if there is room for a friendly amendment that extends fine free rather than changing the default.

Trustee Bartlett Restated that budget year end surpluses are the results of less than full employment. This is not a surplus to spend. Full employment will lead to deficits. Also, will accept the friendly amendment.

Trustee Gurumurthy Would like more financial information on lost items and the costs ensued on lost items. If this passed would like to see some quarterly numbers to see how we are doing and what progress we are making.

Trustee Crawford Shares the concerns of many on the board. Has read about fine free and understands the needs here, but is also concerned about budgets and what happens once the library reaches full employment. What effect will the lack of Revenue have at the point? Is also looking at a friendly amendment to extend fine free for one year.

Trustee Bartlett Will accept the fine free proposal, but wants to be clear that the one metric the board will look at in a year is the effect on lost items. It would need to be marketed and promoted to the public.

Trustee Dooley Discussed how this could be marketed, just didn't want to appear that the board is just kicking the can forward and not doing anything. Would want to retain fine free status in the next year.

Trustee Crawford Discussed how this item could be marketed to the public.

Director Farkas Discussed how this could be marketed to the public. The primary issue is getting the items back from the public so that other library guests can utilize them. Indicated that the library staff was ready to get started on this and just needed some direction from the board.

Trustee Michener Sees a real challenge for the board and the marketing committee for education and support of the issue.

Trustee Sturing Suggested the following language "The Library board approves the continuation of fine free status until June 30, 2023. This does not eliminate the fees for lost items."

Trustee Bartlett Was open to changed language, but would want all language free of Covid -19 reference. Trustee feels the reference to the pandemic would cause confusion and make it sound dependent upon Covid, which it is not.

Motion: The Novi Public Library will continue the Fine Free policy until June 30, 2023, with a review of the policy in April-May of 2023 as it effects lost items.

1st- Trustee Bartlett

2nd-Trustee Michener

Motion Passes – 6-1 (Aye Crawford, Michener
(Gurumurthy, Cherukuri, Dooley, Bartlett,)
(Nay – Cherukuri)

4. Approve HR Policy: No Smoking/Vaping (2nd Draft)

Motion: Approve HR Policy: No Smoking/Vaping (2nd Draft).

1st- Trustee Dooley

2nd-Trustee Gurumurthy

Motion Passes – 7-0

5. Approve HR Policy: Dress Code (2nd Draft)

Trustee Michener This was a big topic at the MLA discussion. Dress codes are a big equity topic. There are issues as to who determines hygienic policy and grooming appearance. Monitoring what persons are wearing and appearances can be very problematic from both dress and footwear. Has concerns about liability issues and does not see the policy ready to vote on tonight.

Trustee Crawford Wonders whether this mirrors the City policy.

Director Farkas Will pull the City policy. This is the output of a committee of employees. Some items such as Flip Flop policy was put in place due to persons injuring themselves on carts that are used in the library.

Trustee Sturing If this is not passed tonight, is there a policy in place.

Director Farkas Yes, there is a policy similar to this in place and this is not pressing at this time.

Trustee Dooley Appreciates the view points and proposes that DEI committee reworks this policy and brings it back to the board at a later date.

Trustee Crawford There appears to be considerable work on this with a wide range of opinions. It will probably need review in both the HR and DEI committees. Suggests tabling the issue for a later date.

Approve HR Policy: Dress Code
- **TABLED** for re-drafting – No action taken

6. Approve HR Policy: Rules of Conduct (Draft 2)

Trustee Michener Has issues with a couple of the points in this policy. The first is "Refrain from sharing personal concerns and/or hardships with other employees can be very problematic" This could discourage employees and foster turnover. Persons should not be penalized for airing feelings and experiences. The second is "Loitering at the Library while not on duty". Employees have a right to use the library and even attend events when not on duty.

Director Farkas Clarified that these recommendations were focused on employees interfering with other staff members performing their job. Similarly loitering can occur if an employee is off the clock, and interfering with other staff members whom are on the clock.

Trustee Cherukuri Suggested adding a phrase dealing with loitering "at the work station" to the policy.

Trustee Sturing Suggested adding "Extensive" to the "sharing personal concerns". He is concerned not only about the person with the personal concerns, but also the employee who is interrupted while trying to do their job.

Trustee Michener Has issues with a couple of the points in this policy. Suggested removing the "Sharing personal information policy entirely.

Trustee Gurumurthy Verified that this is a modification of a policy in place since 2009.

Trustee Dooley Is concerned about the word extensive. Using "extensive" is problematic, but at the same time this policy could fall under harassment.

Approve HR Policy: Rules of Conduce (Part 2)
- **TABLED** for re-drafting – No action taken

7. Approve Policy: Locker Pick Up and Drive Up Window Services (Draft 1)

Motion: Approve Policy: Locker Pick Up and Drive Up Window Services (Draft 1)

1st- Trustee Cherukuri
2nd-Trustee Michener
Motion Passes – 7-0

Communications

1. 4/5/22: Email from Nicole Sad, Novi Adult Transition program, RE: library tour/program..77

Closed Session

1. None

Adjournment

Motion: Motion to Adjourn at 9:14pm
1st- Trustee Michener
2nd-Trustee Bartlett
Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2022.....78
- Library Closings 202279

2022 Future Events:

- 5/4/22: Installation of NPL Read Boxes in 3 Novi Parks (ITC, Rotary and Pavilion Shores)
- **5/8/22: LIBRARY CLOSED**
- 5/11/22: Friends of Novi Library Board Meeting, 2pm @ Novi Public Library
- 5/18/22: City of Novi Historical Commission Meeting, 7pm @ Novi Public Library
- 5/20/22: Spring Palooza at City of Novi 6:00-8:00pm
- 5/26/22: Library Board Trustee Meeting, 7pm @ City of Novi, Council Chambers
- **5/29 & 5/30/22: LIBRARY CLOSED**
- **6/6 – 8/13: SUMMER READING**
- **6/19/22: LIBRARY CLOSED**



Brian Bartlett, Secretary

May 26, 2022

Date