



**Library Board of Trustees – Regular Meeting  
MINUTES  
January 26, 2023, 7 PM  
City of Novi – City Council Chambers**

**Final Draft**

**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 – 7 Board members were recorded present**

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

**Student Representatives**

Abhay Kakarla

**Library Staff**

Julie Farkas, Director

**Legal Counsel**

- Debra Walling, 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 Bartlett  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**

**Consent Agenda**

1. Approve Minutes of: December 21, 2022 .....5-11
2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#622).....12-13

Distributed to the board were minutes for the Board Budget Meetings held January 12, 2023 and January 23, 2023 (Addendum to these minutes)

**Motion:** To Approve the Consent agenda with the addition of the minutes for the Board Budget Meetings on January 12, 2023 and January 21, 2023.  
Motion for Approval – 1<sup>st</sup> – Trustee Bartlett  
2<sup>nd</sup> – Trustee Sturing

**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 -  
Thanked Trustee Michener for her years of work on the Library Board and her DEI work with the library.

**Reports**

- 1. Student Representatives Report (Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – December 2022.....14
- 2. President's Report (Kathy Crawford)
  - A. Information from Trustee Tara Michener.....15
  - B. Library Board Book Club Read: Overdue by Amanda Oliver – discussion planned for February 16, 2023 board meeting
- 3. Treasurer's Report (Sreeny Cherukuri)
  - A. Financial Report December 2022.....16
  - B. 2021-2022 Library Budget Fund 268 as of December 31, 2022..... 17-19
  - C. 2021-2022 Contributed Fund Budget 269 as of December 31, 2022.....20
  - D. Library Fund 268 Expenditure & Revenue Report as of December 31, 2022 .....21-23
  - E. Library Fund 269 Contributed Fund as of December 31, 2022 .....24
  - F. Balance Sheets for Funds 268 and 269 as of December 31, 2022 ..... 25-26
- 4. Director's Report (Julie Farkas) ..... 27-33
  - A. Information Technology Report (Not available at this time).....
  - B. Facilities Report....(Keith Perfect).....34
  - C. Information Services Report.... (Hillary Hentschell)..... 35-38
  - D. Support Services Report.... (Maryann Zurmeuehlen).....39
  - E. Library Usage Statistics..... 40-47
  - F. Friends of Novi Library: No meeting reported.....
  - G. City of Novi Historical Commission approved 2023-2024 Budget .....48

## Public Comment

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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.

Rog Shlusman

Elizabeth Hall

Aaron Martinez

Cynthia Churches

Jason Michener

All thanked Trustee Michener for her work as a trustee and her work with the DEI committee. Several noted her accomplishments as an author.

## 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 Gojcaj, 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)

· Next meeting: January 30, 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)

- 2 architecture firms were contacted. 1 declined the opportunity to offer information due to large work load. Second firm has not responded back.
- Vendor for the AC Unit was on site on 1/13/23 to take final measurements for the unit installation. A meeting is being scheduled with the vendor for the install date.

· **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 18, 2023
- Next meeting scheduled for: January 24, 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: November 28, 2022 – continued review of Collection Development Policy before turning over to the Policy Committee

· Next meeting scheduled for: January 23, 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**

### **Matters for Library Board Action**

1. Motion to approve the 2022-2023 268 & 269 Year End Budgets (blue column).17-20

**Trustee Bartlett:** Talked about the last budget years vs. actual results. The fact that we weren't at full employment saved money and made results look better than reality. This is a tough budget hit by inflation and salary increases. In the near future adding programs will mean we have to cut other items. As a board we manage expenses and have no means of raising revenue.

**Trustee Sturing:** Will support the new budget. This is a great time to review all items and all line items on the budget. It's a very informative process regarding the library operations.

**Trustee Crawford:** This board has always been enthused about new programs. The cost of those new programs will be under greater scrutiny in the future. As items are added we will need to look at what can be removed or how items can be creatively funded. The board even discussed the need for creating a foundation or organization to look at funding and possible legacy gifts.

**Trustee Gurumurthy:** Echoed the benefits of the process and is looking forward to the community input with the public's survey to see what their priorities for the library are.

**Motion:** To approve the 2022-2023 268 & 269 Year End Budgets

Motion - Trustee Dooley

2<sup>nd</sup> – Trustee Michener

**Motion passes – 7-0**

2. Motion to approve the 2023-2024 268 & 269 Proposed Budgets (white column).....17-20

**Trustee Sturing:** Supports the motion. Appreciates the lively group meeting even though the preferences of all the trustees aren't met, but we reached agreement.

**Trustee Cherukuri:** Noted that the public has the opportunity to add their comments with the survey and encourages all to let us know what they are thinking.

**Trustee Dooley:** Thought the discussions were respectful and inclusive. She believes the library is one of the best in the state and there is a cost related to that. The library is effectively operating on a budget based on an old building with less square footage and staff required for the new building. Focused on the need for public support and encourages participation in the strategic plan.

**Trustee Crawford:** Noted the building budget and programs were based on a much smaller building with less programs than the library has today. Much of the technology and electronic services come at a significant cost.

**Trustee Michener:** Noted considerable contribution that the Novi Friends make to the library via the library's wish list. They have made considerable contributions to technology purchases.

**Motion:** To approve the 2022-2023 268 & 269 Proposed Budgets  
Motion - Trustee Sturing  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 7-0**

3. Motion to approve the 2024-2025 & 2025-2026 268 Projected Budgets  
(white column) .....17-19

**Trustee Crawford:** Discussed the unknown component and the best estimate for this budget item. Gave several examples of items that have added over the years.

**Motion:** To approve the 2024-2025 & 2025-2026 268 Projected Budgets  
Motion - Trustee Cherukuri  
2<sup>nd</sup> – Trustee Michener

**Motion passes – 7-0**

**Communications**

1. 12/29/2022: Email from Sharon Trumpy – Re: Book Recommendation.....75

**Closed Session**

1. Library Director's Mid-Year Review – Closed session requested by Director Farkas  
Motion to Adjourn into Closed Session

**Trustee Crawford:** Highlighted the opportunities to participate in the strategic planning sessions in early February. There will be opportunities for in-person and virtual participation.

**Trustee Bartlett:** Noted for the public there is an afternoon meeting related to the strategic planning process on February 9<sup>th</sup>.

**Motion:** To move into closed session to discuss Director Mid-Year reviews  
Motion - Trustee Sturing  
2<sup>nd</sup> – Trustee Bartlett

**Motion passes – 7-0**

**Adjournment**

**Motion:** Motion to Adjourn at 9:41 PM  
Motion - Trustee Michener  
2<sup>nd</sup> - Trustee Cherukuri

**Motion Passes – 7-0**

**Communications**

None

**Supplemental Information**

- Library Board Calendar 2023.....102
- Library Closings 2023.....103

**2023 Future Events:**

- February – Friends of Novi Library – **NO MEETING SCHEDULED**
- March – Friends of Novi Library – **NO MEETING SCHEDULED**
- **2/9/2023:** Novi Library Board Special Meeting – Rethinking Libraries Board Session  
11:30 AM - Novi Library Meeting Room
- **2/15/2023:** Novi Historical Commission Regular Meeting at 7pm, Novi Library
- **2/16/2023:** Library Board of Trustees Regular Meeting at 7pm, Novi Library Meeting Room
- **3/15/2023:** Novi Historical Commission Regular Meeting at 7pm, Novi Library
- **3/23/2023:** Library Board of Trustees Regular Meeting at 7pm, City of Novi



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Brian Bartlett, Secretary

February 16, 2023

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Date