



**Library Board of Trustees – Regular Meeting
Final Draft - MINUTES
October 26, 2023, 7 PM
Novi City Council Chambers**

Call to Order by President Mark Sturing

City Council Chambers
Called to order by President Mark Sturing at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Vice-President Crawford

Library Board – 6 Board members were recorded present

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Sreeny Cherukuri, Treasurer
- Kat Dooley, Board Member – Absence Excused
- Priya Gurumurthy, Board Member
- Ajeeta Gawalapu, Board Member
- Brian Bartlett, Secretary

Student Representatives

Vacant

Library Staff

Julie Farkas, Director

Approval of Agenda

Motion: To approve the Agenda as presented (pages 1-4 of the board packet)

- Motion for Approval – 1st – Trustee Bartlett
- 2nd – Trustee Crawford

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: September 28, 2023 Regular Board Meeting5-11
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#631).....12-14

Motion: To approve the Consent Agenda as presented

- Motion for Approval – 1st – Trustee Crawford
- 2nd – Trustee Gurumurthy

Motion passes – 6-0

Presentations

- A. Novi Community Coalition Annual Report by Debbie Wertz, Director; introducing Liz Young and Lacinda (Cindy) Warren

Presentation by the Novi Community Coalition. The Coalition discussed the various assistance and mental health services provided by the Coalition. The Coalition works with various organizations and is available in the Novi Library on Thursdays. Board members received a folder detailing several of the Coalition's programs.

Debbie Wertz has been sharing time between Novi and Waterford programs and will be handling the Waterford program full time. She introduced Liz Young to the board as the new Coalition Director. Liz comes to the program from Huron Valley.

The Board thanked the Coalition for their efforts.

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 – August, 2023.....16-17
- 2. President's Report (Mark Sturing)
 - A. President's comments, Trustee experiences and involvement.....N/A
 - B. Michigan Library Appreciation Month - Proclamation from Governor Whitmer.....18-19
- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. 2023-2024 Library Budget Fund 27120-22
 - B. 2023-2024 Contributed Fund Budget 27223
 - C. Financial Report September 30, 2023.....24
 - D. Library Fund 271 Expenditure & Revenue Report as of September 30, 2023.....25-27
 - E. Library Fund 272 Contributed Fund as of September 30, 2023.....28
 - F. Balance Sheets for Funds 271 and 272 as of September 30, 202329-30
- 4. Director's Report (Julie Farkas) 31-35
 - A. Information Technology Report (Jeffrey Smith)36-40
 - B. Facilities Report (Keith Perfect)41
 - C. Information Services Report (Hillary Hentschel)41-44
 - D. Support Services Report (Maryann Zurmuehlen)44-46
 - E. Library Usage Statistics.....47-57
 - F. Friends of Novi Library: Friends of Library Week, Vera Bradley Fundraiser.....58-59
 - G. City of Novi Historical Commission Minutes August 16, 2023.....60-61

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No Public Comment

Committee Reports – Note: Committee assignments following reflect 2022-2023 assignments

- 1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Betty Lang, Dana Brataniec and Hillary Hentschel
 - No Meeting Held
 - New Policies: Programming (Draft 1); Collection Development Policy (Draft 2)62-74

GOALS 2022-2023: (NEED NEW GOALS)

- 1. Continued review of public policies

- 2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn
 - No Meeting Held
 - Staff HR Committee met with the HR attorney to review the first draft of the new policy manual, second meeting TBD
 - Next Meeting: Meet new HR specialist Kristen Sullivan

GOALS 2022-2023: (NEED NEW 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 mission of the Novi Public Library

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

· No Meeting held

GOALS 2022-2023: (NEED NEW GOALS)

- 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: Gurusurthy, Dooley, Staff Liaisons – Julie Farkas and Dana Brataniec)
 - Meeting held: October 9.....75
 - Next meeting: November 13

GOALS 2022-2023: (NEED NEW GOALS)

- 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, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)

· No Meeting Held

6. Building & Grounds Committee:

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

· Meeting held on October 18, RE: Security Camera/Server RFP...76-78

GOALS 2022-2023: (NEED NEW GOALS)

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

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

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

· Meeting held on October 9.....79

GOAL 2022-2023: (NEED NEW GOALS)

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, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)

· Meeting held October 9.....79-92

GOALS 2022-2023: (NEED NEW GOALS)

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

A. NEW policy: Programming Policy (1st draft)62-64

Trustee Sturing: Reviewed the new policy that the library has looked to add to the policy manual. The programming policy mirrors policies from other libraries. This is a first read and the board is not expected to act upon it tonight.

Director Farkas: Is presenting this for approval. For the purposes of this policy, programming includes all events, presentations and engagement opportunities. It is not related to computer programming.

Motion: No Board Action Taken

B. Approve revisions to the Collection Development Policy – 2nd draft (reviewed by staff, attorney, Policy Committee & DEI Committee) ...69-74

Trustee Sturing: Policy has been reviewed within the various committees and the attorney, the comments in the packet are in red as to modifications of the original policy. Signage and stickers are addressed in the policy and has been fully reviewed within staff and legal counsel.

Trustee Crawford: The DEI Committee reviewed the policy and previous comments extensively and also considered input from staff committees. The DEI Committee had very long meetings dealing with this policy.

Trustee Cherukuri: Reviewed the Library issues and wishes to discuss various items. He proposes a request for material consideration come from a Novi resident, similar to a material request for exclusion must come from a Novi resident. Also, there are various groups that run programs to get books accepted at a national level. This protects the Library from such campaigns.

Trustee Crawford: Accepted this request as a friendly amendment for discussion.

Trustee Bartlett: Since the Novi Library is part of a broader metro area and broader group, requests should be accepted from other sources in the area (example Jalen Rose autobiography, Jalen supports and raises funds for a charter school). Does not support Novi residency.

Trustee Gurumurthy: Asked in the last year how many requests were from outside residents. Unfortunately, the Library doesn't track that information.

Trustee Sturing: This is a request and just one criteria. Unlike a challenge, which mandates a response, this does not require a response and is just one of several criteria.

Trustee Cherukuri: Has questions regarding the ISBN language regarding the cataloging materials when entered. He asked about the data included to be sure that self-published or foreign books were excluded from the collection. Must come from a Novi resident. Also, there are various groups, especially children, that need protections such as those established within the groups such as the motion picture rating system via the FCC. The FCC is a standard applied to material that has generated few descriptions and there needs to be notification at least on displays. Has contacted publishers and has not received effective guidelines as far as obscenity guidelines.

Trustee Sturing: The note for ISBN categorization could result in not being included, does not say it must be excluded. The policies are designed to protect both the Library and the staff when barriers exist that cannot be resolved in a reasonable amount of time.

Is not sure that the FCC standard is the appropriate standard for all material. As is a certain word or picture in a book may not have the same impact as in a motion picture. He believes the right decision/judgment as to children's view should be in the hands of the parents.

Director Farkas: Explained the limitations of ISBN and this is an occasional problem. She is aware that librarians have run into problems at time and the staff needs to handle the situations where items could not be catalogued.

Regarding the MPA/FCC rating system, the labels put on materials such as movies and CDs are not put on by the Library, but is already on the material. Libraries have a set of guidelines provided by the Miller Test as documented from the Michigan Library Association. There are differences between media and written documentation.

Trustee Crawford: There is a wide range of definitions and values as to what is acceptable and unacceptable. Senior citizens, for example, may have an entirely different point of view based on their upbringing than young adults. Expects this will happen. Various media and materials are more available than ever before. We rely on our librarians to use discretion to address the needs of the entire community and support holidays and events. They appear to have done a good job and doesn't believe we have a problem.

Trustee Gurumurthy: Has observed the Library operation and agrees that there doesn't appear to be a problem in her opinion.

Motion: To approve revisions to the Collection Development Policy – 2nd Draft (reviewed by staff, attorney, Policy Committee & DEI Committee)

1st – Trustee Crawford

2nd – Trustee Gurumurthy

Motion passes – 5-1

Ayes – Bartlett, Crawford, Gawalapu, Gurumurthy, Sturing

Nays – Cherukuri

- C. Approve the closure of the Library at 5:00pm on Friday, December 8, 2023 to allow staff to attend the Annual Evening of Appreciation hosted by the City of Novi

Motion: To approve the closure of the Library at 5:00pm on Friday, December 8, 2023 to allow staff to attend the Annual Evening of Appreciation hosted by the City of Novi

1st – Trustee Gurumurthy

2nd – Trustee Gawalapu

Motion passes – 6-0

- D. Approve the security camera and server recommendation by the staff and Building & Grounds Committee for a not to exceed amount of \$68,838.00 with Sentinel Technologies Inc.....76-78

Trustee Gawalapu: We are currently running the security system on a loaner system. This creates an urgent issue for a permanent replacement. The new solution is cloud-based so it does not require local server operation and support. There are several questions in the packet that will be addressed by Director Farkas.

Director Farkas: The loaner vendor will work with the Library through the new installation. The RFP is for a 5-year license; the Library must follow the direction in the public RFP. Further price discounts cannot be considered over above the time frame considered. A decision tonight should enable installation by the end of the calendar year.

Trustee Sturing: Inacomp was a lower priced supplier, but did not provide all the information and cameras requested. The proposal was essentially incomplete.

Motion: To approve the security camera and server recommendation by the staff and Building & Grounds Committee for a not to exceed amount of \$68,838.00 with Sentinel Technologies Inc.

1st – Trustee Bartlett
2nd – Trustee Cherukuri
Motion passes – 6-0

Adjournment

Motion: Motion to Adjourn at 9:08 PM
Motion – Trustee Crawford
2nd – Trustee Gurumurthy

Motion Passes – 6-0

Communications

- 1. Email to Ben Mainka, Nicole Carter and Victor Cardenas, RE: After-school crowds at NPL.....93-94
- 2. Email to Jeff Smith and Board of Trustees, RE: PC Information Security Concern.....95

Trustee Bartlett: Jeff Smith included further information regarding the information security procedures, it will be included as an addendum to the notes.

Supplemental Information

- Library Board Calendar 2023 and 2024.....96-97
- Library Closings 2023 and 202498-99

2023 Future Events:

- 10/28: Vera Bradley Event – Friends of Novi Library 10am-5pm, Twelve Oaks Mall
- 11/7: Election Day
- 11/8: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 11/11: Wreaths Across Novi event at 11am, Novi Cemetery on Novi Road
- 11/15: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **11/16: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **11/22: Library Closes at 5pm for Thanksgiving Holiday**
- **11/23 -11/24 LIBRARY CLOSED for Thanksgiving Holiday**
- **12/21: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **12/23 – 12/25: LIBRARY CLOSED for Christmas Holiday**
- **12/30 – 12/31: LIBRARY CLOSED for New Year’s Holiday**
- **1/1/24: LIBRARY CLOSED for New Year’s Day**
- 1/18/24: 1st Library Board Budget Meeting at 5pm, Novi Public Library
- **1/25/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, City Chambers**
- 2/1/24: 2nd Library Board Budget Meeting at 5pm, Novi Public Library
- **2/15/24: Library Board Budget Approval Meeting at 7pm, City of Novi, City Chambers**



Brian Bartlett, Secretary

November 16, 2023

Date

Addendum – Further Discussion/Detail of Library Computer Policy

Jeffrey Smith <jsmith@novilibrary.org>

Sat, Oct 21,
1:00 PM

To Brian Bartlett – Novi Library Trustee,

Brian,

I am not sure the procedure that other libraries or public access places follow, but here is what we do:

Here is how DeepFreeze works.

1. We update and clean up the machine. Delete cookies, downloaded files, documents, and browsing history in Chrome and Edge.
2. We "Freeze" the machine in that state.
3. Then the user does their thing - browsing, editing, downloading, and even installing software. It does not matter what they do. When they are done, they log out and the system automatically reboots.
4. When it reboots, it restores the "state" that the computer was in when we originally froze it. This effectively removes all their installed software, cookies, files, and browsing history.
5. When the next user logs in, they get a fresh machine with no sign of the previous users.

The only potential issues are:

*If we fail to properly clean the machine before freezing it.

*If we fail to freeze the machine after we clean it up.

In this case, we did fail to do one of those tasks, so when the user logged in, they saw files from a previous user.

Hope that helps

Jeff