



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
March 23, 2023, 7 PM
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 – 6 Board members were recorded present

- Kathy Crawford, President
- Kat Dooley, Vice-President
- Brian Bartlett, Secretary
- 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 presented.
Motion for Approval – 1st – Trustee Cherukuri
2nd – Trustee Gurumurthy

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: February 16, 2023 including Addendum 1 for February 9, 2023 Strategic Planning Board Session Minutes5-14
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#624)..... 15-17

Motion: To Approve the Consent Agenda as presented.
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Cherukuri

Motion passes – 6-0

Presentations

None

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 – February, 202318

- 2. President's Report (Kathy Crawford)
 - A. Reflection from Board Members on the Strategic Planning Findings Book and Retreat held on Tuesday, March 21st and Wednesday, March 22nd
 - B. Data from National Community Survey Report Results related to the Library... 19-21
 - C. March is Reading Month – March 24th guest reading at Novi Woods Elementary – Crawford, Dooley, Gurumurthy and Sturing
 - D. Board Elections – April 27, 2023 – slate provided by Secretary Bartlett
 - E. Library Board President assigns Board Members to Committees – May 25, 2023
 - F. Fine Free Status discussion – May 25, 2023

Board members and the director discussed the ReThinking Libraries information distributed in the board's packet. Members of the Strategic Planning Committee reviewed the discussions and output from the Strategic Retreat held at the Library on March 21st and March 22nd. Next input from ReThinking Libraries is expected in 4-5 weeks (between April 19th – end of April).

- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report January 2023.....22
 - B. 2022-2023 Library Budget Fund 268 as of February 28, 2023..... 23-25
 - C. 2022-2023 Contributed Fund Budget 269 as of February 28, 2023.....26
 - D. Library Fund 268 Expenditure & Revenue Report as of February 28, 2023.....27-29
 - E. Library Fund 269 Contributed Fund as of February 28, 2023.....30
 - F. Balance Sheets for Funds 268 and 269 as of February 28, 2023..... 31-32

- 4. Director's Report (Julie Farkas) 33-44
 - A. Information Technology Report (Jeffrey Smith)..... 45-46
 - B. Facilities Report.... (Keith Perfect).....47
 - C. Information Services Report.... (Hillary Hentschel)..... 47-50
 - D. Support Services Report.... (Maryann Zurmuehlen).....51
 - E. Library Usage Statistics..... 52-60
 - F. Friends of Novi Library: Agenda 1/11/23; Minutes 1/11/23.....61-65

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.

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No Public Comment

Committee Reports

- 1. **Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett, Staff Liaison – Julie Farkas)
 · Staff Committee: Julie Farkas, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 · 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
 · Meeting scheduled for: Friday, April 7, 2023
 · **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)
 · Next Meeting: No meeting scheduled
 · **GOALS 2022-2023:**
 - 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: Dooley, Bartlett, Gorumurthy, Staff Liaisons – Julie Farkas and Dana Brataniec)
 · Meeting held March 1, 202368
 · Next Meeting April 3, 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)

- Meeting held March 1, 2023
- Notes from the Strategic Retreat – an Addendum to the Minutes
- Next meeting: April 3, 2023

6. Building & Grounds Committee:

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

- Next Meeting April 5, 2023
- **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

(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, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)

- Meeting held on: February 27, 202369
- Next meeting: No meeting scheduled
- **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. Approval of the Operating Agreement between the Novi Public Library and the Friends of the Novi Public Library70-73

Director Farkas: The Novi Library has had an agreement with the Friends of Novi Library for some time. The changes were minimal which didn't justify spending time within the Policy Committee. Recently the Friends attended the Michigan Meeting for Friend's groups and attorney representatives suggested establishing such agreements with the Friend's group.

Motion: Motion to approve the Operating Agreement between the Novi Public Library and the Friends of the Novi Public Library

Motion - Trustee Gurumurthy

2nd – Trustee Dooley

Motion passes – 6-0

Communications

None

Adjournment

Motion: Motion to Adjourn at 8:16 PM
Motion - Trustee Sturing
2nd - Trustee Cherukuri

Motion Passes – 6-0

Supplemental Information

· Library Board Calendar 2023.....	74
· Library Closings 2023	75

2023 Future Events:

- **4/9: LIBRARY CLOSED**
- 4/12: Friends of Novi Public Library Regular Meeting at 2pm – Novi Public Library
- 4/19: City of Novi Historical Commission Regular Meeting at 7pm – Novi Public Library
- 4/27: Library Board of Trustees Regular Meeting at 7pm – City of Novi, Council Chambers
- 4/23 – 4/30 NATIONAL LIBRARY WEEK
- 5/10: Friends of Novi Public Library Regular Meeting at 2pm, Novi Public Library
- **5/14: LIBRARY CLOSED**
- 5/17: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 5/19: City of Novi Spring Palooza 6-8:30pm, Novi Civic Center
- 5/25: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **5/28: LIBRARY CLOSED**
- **5/29: LIBRARY CLOSED**

ADDENDUM 1: Strategic Planning notes – ReThinking Libraries Strategic Retreat

Discussed at Board Meeting – March 23, 2023

ReThinking Libraries – Retreat – 3/21-3/22 – Novi Public Library

Novi was represented by around 30 individuals from the community representing various constituencies. This was one of the largest groups attending a ReThinking Libraries Retreat.

- Novi City Staff
- Novi Police
- Novi Schools and School Board
- Fox Run
- Library Staff
- Public at large

The report distributed to the board in the packet represents the raw data collected by ReThinking Libraries. This was referred to in the meeting. We generally discussed the aggregate data.

ReThinking Libraries found some specifically interesting parts of the study when comparing Novi Public Library to peer libraries. They referred to these as Aspirational Libraries offering a number of diverse community services.

- Novi has one of the lower costs per capita (\$52.00) when compared with other aspirational libraries.
- We have one of the largest usage rates defined as visits through the door.
- Our turnover rate on materials (average checkout per item/per year). We were above 5.0 while a good rate was considered 2.x and above.
- Overall evaluation of by the community was very favorable.

The group went through several exercises to help clarify missions and duties of the library. During the discussion of mission, the public focused on “inspiring words” such as discovery, exploration, inspiration, grown, as opposed to more factual adjectives. Mission goals were defined as:

- Required to play – Generic goals applicable to all libraries
- Aspirational – Enticing, exciting, attention getting – what you wish to be
- Accidental – Goals and objectives that applied over time

(Steve Jobs- A mission should be inspirational and something that leads an organization forward).

Focus on the Strategic Plan

- Identify what things the library can do effectively with the staff – Identify and prioritize what it cannot
- Effectively communicate these goals with the public and stakeholders
- Seek ways to leverage other sources of funding and contributions to library operations
- Also listed a “visionary” view of library operations. Essentially what you would like to see provided there was no limitation on funding

Operations

- At each phase of the operation, the group or sub-groups created extensive “brainstorming lists”
- The lists were compiled and categorized
- Individuals “voted” on which categories were their individual top priorities
- ReThinking Libraries went home with about 15-20 pages of notes, ideas and summaries from the retreat

Next Steps –

- ReThinking Libraries will develop a rough draft of a strategic plan including:
 - o Options for Mission Statements to review
 - o Options for public mottos/messages
 - o A first cut of the strategic plan going forward for review
- This will be distributed to the library staff in about 4-5 weeks. (April 18th-April 25th)
- Optional “video call” options will be reviewed open to the entire “retreat group”
 - o (No further trip from ReThinking Libraries is scheduled)
- Would expect a final draft in 3-4 weeks after that (end of May)



Brian Bartlett, Secretary

April 27, 2023

Date