



**Library Board or Trustees – Regular Meeting  
Initial Draft - MINUTES  
May 26, 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 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

**Library Board – All Board members were recorded present**

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

**Student Representatives**

Abhay Kakarla  
Rida Salim – Absent/Excused

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**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 Sturing  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 7-0**

**Consent Agenda**

- 1. Approve Minutes of: April 28, 2022 .....5-16
- 2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#614).....17-18

**Motion:** To Approve the Consent agenda as documented.

Motion for Approval – 1<sup>st</sup> – Trustee Cherukuri  
2<sup>nd</sup> – Trustee Michener

**Motion passes – 7-0**

**Presentations**

- 1. Recognition of April Stevenson, Head of Information Services – 11 years of service to NPL.

Board Members thanked April Stevenson for her service and wished her well with her new opportunity.

**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.

Jason Michener, Harrier Place, Novi, MI  
Thanked April for her years of service and discussed her contributions to the library.

**Reports**

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – April 2022 ..... 19-22
- 2. President's Report (Kathy Crawford)
  - A. Appointment of Board Committees.....23
  - B. A Library's Role as Information Provider by Director Farkas.....24-25
  - C. 2022/2023 Library Board Goals.....26-28
  - D. Library Director's Annual Evaluation – Thursday, June 24<sup>th</sup> in Closed Session; HR Chair will send out evaluation information to members for feedback.
  - E. Library Board Retreat: Looking at either Saturday, July 9<sup>th</sup> or July 16<sup>th</sup> from 10:00am 12:30pm at Lakeshore Park. Confirming with the City of Novi for space availability.

3. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report April 2022.....	30
B. 2021-2022 Library Budget Fund 268.....	31-33
C. 2021-2022 Contributed Fund Budget 269.....	34
D. Library Fund 268 Expenditure & Revenue Report as of April 30, 2022.....	35-37
E. Library Fund 269 Contributed Fund as of April 30, 2022 .....	38
F. Balance Sheets for Funds 268 and 269 as of April 30, 2022 .....	39-40
4. Director's Report (Julie Farkas) .....	41-53
A. Information Technology Report.....	54-56
B. Facilities Report.....	56-57
C. Information Services Report .....	58-59
D. Support Services Report.....	60-61
E. Library Usage Statistics.....	62-69
F. Friends of Novi Library – May 11, 22 Agenda, April 13, 22 Minutes, May 2022 Newsletter.....	70-79
G. City of Novi Historical Commission – March 16, 2022 Agenda, March 16, 2022 Minutes, April 20, 2022 Agenda, April 20, 2022 Minutes, May 13, 2022 Agenda.	80-90

**Director Farkas** Discussed the issue of challenged materials. The library has not seen a large influx of challenges from other institutions. Novi library has only seen one challenge and shared that she felt the library should be open to all diverse materials and provides information to everyone. She is actively reviewing policies and will probably bring to the board shortly.

**Trustee Cherukuri** Discussed the issue of challenged materials. Was concerned that what the library puts out needs to be reviewed and asked about the review of this material. He also challenged the board to fully define the terms diversity, equity and inclusion.

**Trustee Michener** Read the letter from the patron for the public to reference. If the board is going to discuss letters such as this, all patron's letters and public comment need to get equal time and discussion. Such materials as the ones referenced need to be part of the library offerings.

**Trustee Dooley** Discussed the current DEI board and the importance of diversity discussions and information access within the library. She spoke out against censure and control of these materials.

**Public Comment**

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Jason Michener, Harrier Place, Novi, MI

Discussed the DEI committee and definitions for diversity, equality and inclusion.

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 Gojcaj, Kirstin Abate and Kirsten Malzahn.

- Meeting held: May 17, 2022. Updates: Reviewed Board DEI Committee recommendations Dress Code Policy, Library Board Retreat, staffing shortages, on-board new Library Board members, salary comparison data.....91-92
- Next meeting: Monday, May 23, 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 scheduled for May 23, 2022.....N/A

**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: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)  
· Meeting held: 4/20/22.....93

**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)
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.  
-Meeting scheduled for May 24, 2022

6. **Building & Grounds Committee:**

- (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)  
· Meeting held: 5/16/22- Updates Began reviewing current café contract, reviewed phone bid pricing and Technology Plan with Barb Rutkowski, Head of IT, reviewed quote for AC (cooling needs) for IT Server Room with Keith Perfect, NPL Facilities.....94-104

**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 May 2, 2022.....67-68
  - Next meeting: June 1, 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: Approve 4<sup>th</sup> Quarter Amendments to 2021-2022 268 Budget

**Motion:** To Approve 4<sup>th</sup> Quarter Amendments to 2021-2022 268 Budget

Motion – Trustee Cherukuri  
 2<sup>nd</sup> – Trustee Gurumurthy

**Motion Passes: 7-0**

- 2. Motion: Approve 4<sup>th</sup> Quarter Amendments to 2021-2022 269 Budget

**Motion:** To Approve 4<sup>th</sup> Quarter Amendments to 2021-2022 269 Budget

Motion – Trustee Bartlett  
 2<sup>nd</sup> – Trustee Dooley

**Motion Passes: 7-0**

- 3. Motion: Approve HR Policy: Dress Code (3<sup>rd</sup> Draft; reviewed by DEI Committee)

**Trustee Michener** Discussed the work done on this draft in the DEI committee. She thanked her fellow members of the DEI committee and library staff for their hard work and contributions.

**Motion:** To Approve HR Policy: Dress Code -3<sup>rd</sup> Draft

Motion – Trustee Sturing  
 2<sup>nd</sup> – Trustee Michener

**Motion Passes: 7-0**

- 4. Motion: To enter into a 3 year contract with TelNet Worldwide with a not to exceed budgeted price of \$15,478.20 annually for 3 years

**Motion:** To a 3 year contract with TelNet Worldwide with a not to exceed budgeted price of \$15,478.20 annually for 3 years

Motion – Trustee Cherukuri  
2<sup>nd</sup> – Trustee Michener

**Motion Passes: 7-0**

**Closed Session**

To review a medical situation exempt from discussion or disclosure by state and federal law.

**Motion:** To review a medical situation exempt from public disclosure by state and federal law.

Motion – Trustee Gurumurthy  
2<sup>nd</sup> – Trustee Dooley

**Motion Passes: 7-0**

**Adjournment**

**Motion:** Motion to Adjourn at 8:42pm  
Motion- Trustee Bartlett  
2<sup>nd</sup>-Trustee Michener

**Motion Passes – 7-0**

**Supplemental Information**

- Library Board Calendar 2022.....108
- Library Closings 2022 .....109

**2022 Future Events:**

- **5/29 & 5/30: Library CLOSED – Memorial Weekend (Sunday/Monday)**
- 6/6/22: Summer Reading Begins
- 6/8/22: Friends of Novi Library Regular Meeting @2pm, Novi Library
- 6/15/22: City of Novi Historical Commission Regular Meeting @7pm, Novi Library
- **6/19/22: Library CLOSED – Juneteenth Holiday & Father’s Day**
- 6/23/22: Library Board Regular Meeting @7pm, City of Novi – Council Chambers



Brian Bartlett, Secretary

June 23, 2022

Date