



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
November 16, 2022, 7 PM
City of Novi – City Council Chambers**

Final Draft

Call to Order by Vice-President Kat Dooley

City Council Chambers

Called to order by Vice-President Kat Dooley 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 – Absent Excused

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

Rida Salim - Absent

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 – 1st – Trustee Michener
2nd – Trustee Sturing

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: October 27, 20225-11
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#620).....12-14

Motion: To Approve the Consent agenda as documented.
Motion for Approval – 1st – Trustee Sturing
2nd – Trustee Gurumurthy

Motion passes – 6-0

Presentations

1. 2021-2022 Annual Report presented by Dana Brataniec - Communications Manager

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.

David Landry, Kimberly Ct -
Complemented the Novi Library regarding the upcoming 100 Greatest Rock Album connection initiative.

Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – September 2022.....20-21
2. President's Report (Kat Dooley)
 - A. 2022/2023 Library Board Goals.....17-19
 - B. Michigan Public Library Trustee Manual 2021 Edition: Trustee Responsibilities25
3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report October 2022.....26
 - B. 2021-2022 Library Budget Fund 268..... 27-29
 - C. 2021-2022 Contributed Fund Budget 269.....30
 - D. MEMO: City of Novi Finance Dept. Re: Library Cash Audit.....31
 - E. Library Fund 268 Expenditure & Revenue Report as of October 31, 2022.....32-34
 - F. Library Fund 269 Contributed Fund as of October 31, 202235
 - G. Balance Sheets for Funds 268 and 269 as of October 31, 202236-37
4. Director's Report (Julie Farkas) 38-46
 - A. Information Technology Report (Barbara Rutkowski)..... 47-49
 - B. Facilities Report (Keith Perfect)..... 49
 - C. Information Services Report (Hillary Hentschel)..... 50-61
 - D. Support Services Report (Maryann Zurmeuhlen).....62
 - E. Library Usage Statistics.....63-70
 - F. Friends of Novi Library: 10/12/22/Minutes, Agenda: November 9, 2022.....71-73
 - G. City of Novi Historical Commission: N/A

Public Comment

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No Public Comment

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, Dana Brataniec and Hillary Hentschel

· **GOALS 2022-2023:**

1. Continued review of public policies

No Meeting Scheduled at this time

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

· Meeting held on: November 1, 2022.....77-84

· **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

3. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)

· Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7th to discuss their Trust and how it is managed.

· Committee has requested a review of current and competitive benefits by similar libraries. Director Farkas is compiling the information. This will be shared with HR Committee as well.

· Next meeting: TBD

· **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, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)

· Meeting held: November 9, 2022.....85

· **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)

- Core meeting afternoon of November 16, 2022 (Summary addendum to the minutes)

6. Building & Grounds Committee:

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

- No meeting held
- Friends Donor Wall, Café contract info, AC Unit Pricing..... 87-88

· 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

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

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

- Meeting scheduled for: November 15, 2022 - Cancelled

· 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)

- Next meeting: November 28, 2022 – continue review of Collection

Development Policy before turning over to the Policy CommitteeN/A

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. Recommendation from HR Board Committee to amend the NPL Communication Device Usage Policy and rename to Usage of Library-issued Technology.

Trustee Sturing: Asked exactly what technology the Library has for individual use.

Trustee Michener: Clarified that this proposal deals with the physical technology itself and does not limit services use such as social media and email.

Trustee Bartlett: Asked about the limitations such as connectivity, internet access, network security.

Director Farkas: Currently individuals have library issued cell phones, but the policy has been adapted for possible loaning of PC's, iPads or other devices. That is why the term technology is applied broadly. Policies regarding social media and network access are being worked on by staff for future review.

Motion: To amend the NPL Communication Device Usage policy and rename to Usage of Library-issued Technology

Motion - Trustee Sturing
2nd - Trustee Cherukuri
Motion Passes – 6-0

2. Recommendation from HR Board Committee to amend the Vacation Policy.

Trustee Cherukuri: Sought clarification as to how the vacation policy worked especially as one moved from part time to full time status.

Director Farkas: Indicates that there was a discontinuity in vacation time should a person move from part time to full time. Persons may have to start over rather than continue to accrue time. This is good that persons are staying with the Library and moving up in pay scale. Also indicated that the payment for 40 hours is an important feature.

Trustee Michener: Reviewed the policy and believe it's important in keeping the library competitive in the labor market.

Motion: To amend the NPL Vacation Policy
Motion - Trustee Cherukuri
2nd - Trustee Bartlett
Motion Passes – 6-0

3. Recommendation from Building and Grounds Board Committee to offer a \$0.00 lease for the coffee shop for 22/23 (December 1, 2022 – November 30, 2023), and annually re-evaluate based on annual reports being submitted by July of each calendar year to look at profit/loss.

Trustee Sturing: Reviewed the building of the library and needs for a Café. Would like to see it generate income, but understands the difficulties of Covid. He sees the Café as an important amenity for the library.

Trustee Michener: Understands the difficulty the Café may be facing and was also on the board when the Café was first proposed. She is appreciative of Starbucks offering and the support of library events such as Election Day. Is there anything the board can do to help the business?

Trustee Gurumurthy: Appreciates the Café as a parent of High School students. Is there an opportunity to hire students to decrease labor costs?

Director Farkas: The Café has never had a good year without Covid. The new manager has reached full staff and is looking to enhance catering and food services to support library events. They are experimenting with hours and need to get a solid year with full staff and events. The Café does have labor restrictions with their food service that require full time employees.

Motion: To approve the offer of a \$0.00 lease for the coffee shop for 22/23 (December 1, 2022 – November 30, 2023), and annually re-evaluate based on annual reports being submitted by July of each calendar year to look at profit/loss.
Motion - Trustee Sturing
2nd - Trustee Gurumurthy
Motion Passes – 6-0

4. Library Director recommends working with Allied Building Service Co. based on the information provided above with a not to exceed \$54,215 (includes 3 yr. maintenance plan), understanding there may be an opportunity for reducing costs with a different equipment recommendation based on the long lead time.

Director Farkas: Library has had further input to the bid process and suggested that item be pulled from the Library Agenda.

No Motion made – Item removed from Agenda

Adjournment

Motion: Motion to Adjourn at 8:14 PM
Motion - Trustee Michener
2nd - Trustee Gurumurthy

Motion Passes – 6-0

Communications

1. None.

Supplemental Information

· Library Board Calendar 2022 and 2023..... 89-90

2022/2023 Future Events:

- **11/23: Library Closes at 5pm**
- **11/24 Library Closed** - Thanksgiving Holiday
- **11/25: Library Closed**
- Friends of Novi Library – No meeting in December
- **12/21 (Wednesday): Library Board of Trustees Regular Meeting at 7pm, City of Novi**
- **12/23: Library Closed**
- **12/24 – 12/25: Library Closed** – Christmas Holidays
- **12/30: Library Closed**
- **12/31/2022 – 1/1/2023: Library Closed** – New Year Holidays
- **Library Board Budget Sessions:** Thursday, January 12th at 5:30pm – Novi Library and Saturday, January 21st at 10:30am – Novi Library

Minutes – Addendum – Strategic Planning Committee Report/Notes

-November 16, 2022

To: Library Board – Committee Report

Fr: Brian Bartlett

SJ: General notes on Core Meeting – Rethinking Libraries – November 16, 2022

Data issue = Rethinking Libraries is looking for more granularity in library data:

- Specific breakdowns of lending items / fiction, non-fiction, children's books, etc.
- Meeting being arranged with library staff

Solidified calendar:

-Sessions Scheduled Evening of February 7th, February 8th, board session February 9th

-Looking to market these sessions in January after the holidays

- o Evening meetings available for community members
- o Reach out to schools for sessions
 - In school – getting feedback during lunch hours
 - Use of Teen Space/Library

-March 21-22 set for the Retreat

4-8 PM on March 21st

9-12 PM on March 22nd

Survey is being actively developed for Rethinking Libraries

- Survey first cut to be available to Library Staff – end of November
- Available to the Library Board – Presentation December board meeting
- Post on web site End of December (examination/debugging)
- Advertised and promoted after January 3rd

Elementary Survey – Targeted toward young patrons

- Targeted at 2nd – 5th grades
- Director Farkas will contact Elementary schools/5th and 6th grade house
- Best administered in schools
- After January 3rd

Next CORE update meeting – December 13th



Brian Bartlett, Secretary

December 21, 2022

Date