



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
November 13, 2025, 7 PM
Novi Civic Center, Council Chambers**

Final Draft

Call to Order by President, Mark Sturing

Novi Civic Center, Council Chambers
Called to order by President Mark Sturing at 7:01 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 7 board members were recorded present

Mark Sturing, President
Kat Dooley, Vice-President
Brian Bartlett, Treasurer
Karla Halvangis, Secretary
Lori Burke, Board Member
Kathy Crawford, Board Member
Ajeeta Gawalapu, Board Member

Student Representatives

Positions not filled at this time

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Trustee Dooley: Proposed adding a fifth item under Matters for Board Action: 1st Reading of Novi Public Library Annual Report July 2024-June 2025

Motion: To approve the Agenda with proposed amendment

Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Burke

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: October 9, 2025 Regular Board Meeting.....4-10
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#656).....11-14

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Crawford

Motion passes – 7-0

Presentations

1. Sue Johnson – President, Friends of Novi Library: check presentation in support of the Library's 65th Anniversary.....N/A

Sue Johnson and Mary Angela Winter: Presented Director Farkas with a check from the Friends of Novi Library for \$14,385, which has been raised for the Library's 65th anniversary campaign. This includes \$2,600 from the quilt raffle, as well as two large anonymous donations.

Director Farkas: Expressed that she was speechless. Thanked the community for their support and the Friends for all their work. With this check added to our total, we are already over half-way to our fundraising goal for the entire year.

The Board thanked the Friends of Novi Library.

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 ensure adequate equipment needs, please contact Library Administration at least five (5) days in advance of the meeting. The materials cannot be changed before the meeting.

No Public Comment

Reports

1. Student Representatives Report – No Report.....15
2. President's Report (Mark Sturing)
 - A. State of Michigan Proclamation for Library Appreciation Month.....16
 - B. Get to Know Library Board Members – Meet & Greet at NPL.....17
 - C. Board Questions17-21
 - D. Budget Meetings: Saturday, January 17, 10am-2pm; Thursday, February 5, 5-8pm.....N/A
 - E. 2025-2026 Board Committee Assignments.....22

Discussion about opportunity for NPL staff and board members to get to know each other. This came from a suggestion from a staff member. Director Farkas is working on scheduling dates for early December. They will be informal meet & greet discussions with some coffee and treats.

Trustee Sturing: Would like the Library to rethink the book return slot closure policy, because it is important to the community to have it open more often.

Director Farkas: When we get the new book return machine, we hope we will be able to leave the book return slots open during Library closures.

Trustee Sturing: Appreciates the report compiled about other libraries' self-check-out percentages. It shows NPL has similar numbers. Would still like to see more self-check-out usage encouraged.

Director Farkas: We have done such a great job with customer service and people appreciate the personal connections they receive when checking out materials. Does not want to compromise that.

Trustee Sturing: Gave reminder that budget planning meetings will be held on Saturday, January 17 from 10am-2pm and Thursday, February 5 from 5-8pm.

Director Farkas: There are going to be some more changes coming to the City's Finance Department, which could affect timing for budgeting. Will keep the Board posted as I learn more.

Trustee Crawford: Expressed that she does not know of any other libraries that have had more community events and brought the community together more than NPL. The community wants these programs and connection, and our attendance shows that. Thanked the staff for all their work.

Trustee Halvangis: Attended the Human Library event, which was great, but not as well-attended as last year, so would like to see some more marketing opportunities for it next year.

Trustee Gawalapu: Attended the City's Diwali event, which had a huge turnout.

Trustee Sturing: Attended the Ben Sharkey concert at the Library this past Sunday, which was a great example of NPL bringing things to the Library that weren't so common in the past.

Director Farkas: Commented that the Community Reads Author Event was also this past Monday night, so the Library has had a huge week for attendance. Expressed appreciation for the wonderful comments about the staff, and will share those comments with them.

Trustee Crawford: Commented that there is something magic about the partnership between the Library, Friends and Historical Commission which helps them all succeed.

Discussion about the 65th Anniversary Celebration. Board members expressed that it was a great event with a wonderful turnout, including the mayor and state representatives, that they enjoyed the video and that the library staff and 65th Anniversary Committee worked very hard to make the event a success. Director Farkas explained that if the Library exceeds its fundraising goal of \$65,000, any additional funds raised would still go toward the Youth Area renovation project.

3. Treasurer's Report (Brian Bartlett)	
A. 2025-2026 Library Budget Fund 271.....	23-26
B. 2025-2026 Contributed Fund Budget 272.....	27
C. Financial Report October 2025.....	28
D. Library Fund 271 Expenditure & Revenue Report as of October 31, 2025.....	29-31
E. Library Fund 272 Contributed Fund as of October 31, 2025.....	32-33
F. Balance Sheets for Funds 271 and 272 as of October 31, 2025.....	34-35

Trustee Bartlett: Report shows amended numbers for Quarter 1. Reminded the Board that everything highlighted in yellow is not real yet. Our budget sessions coming up will involve more cuts than normal. We do not have a place on the City Finance Committee's agenda yet.

Director Farkas: Has a meeting with the mayor next week. Will give the Board more details after that and connect with the Board Finance Committee.

4. Director's Report (Julie Farkas).....	36-42
A. Door Count Usage Statistics – October 2025 (Jeffrey Smith).....	43-44
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen).....	45
C. Information Technology Report (Jeffrey Smith).....	46-49
D. Facilities Report (Keith Perfect).....	50
E. Assistant Director of Public Services Report (Lori Lowery).....	51
F. Information Services Report (Emily Brush and Rae Manela).....	52-55
G. Marketing and Community Promotion Report (Dana VanOast).....	56
H. Support Services Report (Sarah Mominee).....	57-58
I. Library Usage Statistics.....	59-69
J. Friends of Novi Library – 10/8/25 Agenda (mistakenly recorded as 9/10/25), 9/10/25 Minutes...70-73	
K. City of Novi Historical Commission – 8/20/25 and 9/17/25 Minutes.....	74-79

Director Farkas: Thanked the sponsors for the 65th Anniversary Celebration – DTE, Singh and VIBE Credit Union – as well as the Friends of Novi Library and the Novi Historical Commission. NPL also recently took part in celebrating 20 years of MeLCat.

Trustee Sturing: We have participated in MeLCat for a long time. It is a relatively nominal cost for the great services we get.

Trustee Burke: Asked about the memo on page 41 regarding High-Performance Organization training at the City and wondered if anyone from the Library participated in that training.

Director Farkas: Did participate in the training. It was a great three days.

Trustee Dooley: Had a question on page 58 about the 340 Northville users.

Director Farkas: Explained that currently, 340 Northville residents have come in to NPL and registered their Northville library card with us. They must do that now if they would like to use NPL because Northville District Library is no longer part of the TLN shared system.

Trustee Crawford: Brought up the Library Visit Request Form found on NPL's website. Thinks this is a great opportunity that HOAs and other organizations could take advantage of, and that the Library could promote it more.

Director Farkas: Expressed that it is hard to promote it big-time because we need to be able to dedicate staff time to meet demand. It is mostly used by schools, but we would be happy to provide tours to other groups as much as possible. Noted that if a Novi HOA holds their annual meeting at the NPL, we will waive their meeting room rental fee if they agree to a 10–15-minute presentation about the Library and its services at the start of their meeting.

Trustee Halvangis: Wondered if staff who participate in professional development trainings have the opportunity to share what they have learned.

Director Farkas: Nothing formal, but is confident staff are sharing amongst themselves, including sending recordings to other staff members.

Trustee Halvangis: Asked about the merger of Library Market with LibraryIQ mentioned in the Marketing and Community Promotion report on page 56.

Director Farkas: Expressed that she doesn't think it will affect us much.

Trustee Gawalapu: Noticed that the Library has decided to remove conference phones from meeting rooms. Asked how often they were getting used.

Director Farkas: They were not being used at all, which is why we decided not to renew them and save a little bit of money.

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 ensure adequate equipment needs, please contact Library Administration at least five (5) days in advance of the meeting. The materials cannot be changed before the meeting.

No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library

- Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
- No Meeting Held; planning a meeting in NovemberN/A
- Computer & Internet Usage Policy.....80-90
- Meeting Room Rental and Usage Policy.....91-96

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan.....96
 - Meeting held on 10/30/25.....96-97
 - Recording Secretary job posting for Library Board.....96-97
3. **Building & Grounds Committee:**
 - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
 - Question regarding tax collection for the Library.....98
5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 10/13/25.....98
6. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held; discussions on 10/30/25 and 11/3/25.....N/A
 - City of Novi: Changes to Boards and Commissions.....99-102
 - Student Representative duties.....103-108
8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

Matters for Library Board Action

1. 1st Reading: Computer & Internet Usage Policy.....80-86

Director Farkas: This is a big overhaul because it has not been significantly updated since 2017 and we have had a lot of changes with technology in the building since then. This has been reviewed by our attorney. Added language about differences in how some computers in the Library are filtered. For example, we have found that computers in the iCube Makerspace cannot be filtered as much because they have additional software on them and the filtering was not allowing the computers to run efficiently. We have not had any issues, we just want to put everything in writing in case there are issues in the future.

Discussion about how the policy should be shared so users of the iCube computers know they need to delete their content from the computer after using it.

Trustee Sturing: Pointed out there is duplicate language on pages 81 and 82. Doesn't think it is needed in both places.

Trustee Burke: Noted that "keylogger" is one word, not two, so that should be corrected. Asked how a patron can get a website unblocked.

Director Farkas: A patron can work with library staff, who can unblock a website for them.

Trustee Burke: Wondered if an incident report has ever been needed in relation to the Computer & Internet Policy.

Director Farkas: Yes, it has not happened often, but it is good to have documentation in case another incident occurs.

No Vote

2. 1st Reading: Meeting Room Rental & Usage Policy.....91-96

Trustee Burke: Wondered about the third bullet point on page 91 – if someone rents a room, anyone can go in and attend?

Director Farkas: Technically, yes, because we are a public building. But it does not happen.

Trustee Halvangis: Asked about meeting room fees not being refunded. Was that policy put in place due to incidents?

Director Farkas: Yes, we were getting a lot of cancellations and it took a lot of staff time to handle refunds.

Trustee Halvangis: Noticed a few small punctuation corrections she will send to Director Farkas.

No Vote

3. The HR Committee is recommending approval of the Recording Secretary job posting and to give the HR Committee the authority to interview and select the candidate for hire.....97

Motion: To approve the Recording Secretary job posting and to give the HR Committee the authority to interview and select the candidate for hire

Motion – 1st – Trustee Dooley
2nd – Trustee Burke

Trustee Crawford: This is something that is necessary. We should get it posted as soon as possible.

Trustee Dooley: Thanked current Recording Secretary Amy Crockett for all her work. This position was initially posted internally to library staff, but did not get any bites, so we will now be posting it externally for the first time. We definitely need this and are looking for someone with a high standard skill-set that we are used to with Amy.

Director Farkas: Explained that the position will be posted widely, including on the City's job board and TLN's job board.

Trustee Sturing: Believes this might be a hard position to fill and that if it is not getting filled, the Board may have to send it back to Director Farkas to be filled internally.

Motion Passes – 7-0

4. The By-Law Committee is recommending approval of updates to the Student Representative duties (Article II Membership; Section 7).....103-108

Motion: To approve updates to the Student Representative duties (Article II Membership; Section 7)

Trustee Sturing: The City has discontinued their student representative program and we would like to continue it with the Library Board. This is the suggested language to do so.

Motion – 1st – Trustee Halvangis, with small grammatical/punctuation changes
2nd – Trustee Dooley

Director Farkas: Would like to consider changing the months for the appointment cycle to follow the Library's budget cycle.

Trustee Dooley: Suggested leaving it open ended, such as "The appointment cycle runs in accordance to the Library's needs."

This language is adopted as a friendly amendment to the original motion.

Trustee Bartlett: Wondered how the City selected the student representatives and what the school district's involvement was.

Director Farkas: This opportunity will be posted at the schools, but the schools were not involved in selecting students. Would also like to use the Library's Teen Advisory Board and Teen Space to promote this opportunity.

Trustee Halvangis: Asked if we need to change the language in Article III, Section 6 about a library staff member taking meeting minutes, since this will be changing.

Director Farkas: Suggested leaving the language for now. We may have to change it later, but it depends on what happens with the job posting.

Motion Passes – 7-0

5. 1st Reading: Novi Public Library Annual Report July 2024-June 2025.....Addendum

Trustee Dooley: The Events/Marketing/Fundraising Committee met today to review this document. This is a print-out of a webpage, so this version is not formatted for print. This gives the Board an idea of what will be included, but numbers are still being finalized and designs are still being worked on.

Director Farkas: Communications Manager Dana VanOast will attend the December 11 Library Board meeting to present the final draft and it will be brought for board approval then. It will then be presented at the December 15 City Council meeting. Please send me any feedback you have. The Events/Marketing/Fundraising Committee will meet again to review before the December meeting.

No Vote

Communications

1. 10/13/25: Email from Christina Horta, RE: Study Rooms.....109

Trustee Crawford: Expressed she is beginning to be concerned about study room space and how it is used, due to receiving several comments about it. Thinks there are probably many other people having issues that we have not heard from. Does not want rumors to grow and become an issue. Thinks the Board needs to keep an eye on this and they may have to consider some other options moving forward.

Trustee Halvangis: Agrees with Trustee Crawford but is concerned about the logistics of staff time it might take if we changed the study room policy.

Director Farkas: Said she does not think we have a real issue and that it is a difficult thing to address. We are in a unique situation because of our proximity to Novi High School.

Trustee Sturing: Has not seen the study rooms being misused or abused and would like to dispel that rumor, but does understand that people are disappointed when they cannot get a room.

Closed Session

No Closed Session

Adjournment

Motion: To adjourn at 8:29 PM
Motion to Adjourn – 1st – Trustee Crawford
2nd – Trustee Burke
Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2025.....110
- Library Closings 2025.....111
- Library Board Calendar 2026.....112
- Library Closings 2026.....113

2025/2026 Future Events:

- 11/19/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 11/26/25: Library Closes at 5pm
- 11/27/25 – 11/30/25: LIBRARY CLOSED – Thanksgiving Day and weekend
- 12/10/25: Friends of Novi Library Regular Meeting – CANCELLED
- 12/11/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers
- 12/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 12/19/25: Library closes at 2pm for Staff Holiday Event
- 12/23/25: Library closes at 5pm
- 12/24/25: LIBRARY CLOSED
- 12/25/25: LIBRARY CLOSED
- 12/31/25: LIBRARY CLOSED
- 1/1/26: LIBRARY CLOSED

Karla S. Halvangis

Karla Halvangis, Secretary

December 11, 2025

Date