



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
April 10, 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 7:00 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

- Alexandra DeMore – absent, excused
- Alyna Dohadwala – absent, excused

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of Agenda.....1-4

Motion: To approve the Agenda as presented
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Burke

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: March 27, 2025 Regular Board Meeting.....5-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#649).....13-15

Motion: To approve the Consent Agenda as presented
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Gawalapu

Trustee Burke: Had a question about why the Human Library license fee comes out of account 272 (page 15).

Director Farkas: Explained that we have a Diversity, Equity and Inclusion (DEI) line item in account 272 which the Human Library program falls under.

Motion passes – 7-0

Presentations

No Presentations

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 – March 2025 – Not available due to spring break.....N/A

No report this month due to spring break.

2. President's Report (Mark Sturing) – 2025 National Library Week Proclamation.....16
 - A. 2024-2025 Board Committee Assignments.....17
 - B. Committee Appointments – May 8, 2025
 - C. Board Members wear your Summer Reading Shirts on May 8 for a group photo
 - D. Director's Annual Review in Closed Session – June 12, 2025, HR Committee

Trustee Sturing: Read National Library Week Proclamation.

Director Farkas: Promoted the Tiny Art Show happening at the Library throughout April in honor of National Library Week. Thanked the Friends of the Novi Public Library for hosting a staff appreciation lunch this week. Thanked the board members for the time they put in to the Library.

Trustee Sturing: Told board members that if they would like to serve on a different committee for the upcoming year to let him know by April 17. He will announce committee assignments at the May 8 board meeting.

Discussion about the Institute of Museum and Library Services (IMLS), what the organization does, and it potentially losing its funding. Director Farkas explained that funding for the Michigan Electronic Library (MeL) and MeLCat, the statewide interlibrary loan system, comes from IMLS and losing that would be extremely detrimental to Novi Public Library patrons. Director Farkas has shared information with the community about this issue, both on social media and through the monthly eNewsletter. She thanked the community for the support they have expressed. Discussion about the administrative costs to run IMLS, with some board members thinking it is high. Director Farkas said she would see if she could find more detailed information about their administrative budget. Trustee Sturing reminded that nobody knows for sure what is going to happen with IMLS and reminded that around 98% of budgets for libraries come from their local communities.

Trustee Crawford: The Historical Commission has a program next Thursday with a Novi resident who is a shipwreck survivor.

3. Treasurer's Report (Brian Bartlett)
 - A. Future Approvals from the City: 3rd Qtr. budget amendment will go to council April 21. In order to incorporate all changes, information is needed by April 14. 4th Qtr. budget amendment will go to council June 23. In order to incorporate all changes, we will need information by June 6.
 - B. 2024-2025 Library Budget Fund 271.....18-20

C. 2024-2025 Contributed Fund Budget 272.....	21
D. Financial Report March 2025.....	22
E. Library Fund 271 Expenditure & Revenue Report as of March 31, 2025.....	23-25
F. Library Fund 272 Contributed Fund as of March 31, 2025.....	26-27
G. Balance Sheets for Funds 271 and 272 as of March 31, 2025.....	28-29

Trustee Bartlett: It looks like we will not have quite as large a deficit as we predicted in both accounts 271 and 272. The Finance Committee is meeting with a City of Novi accountant to look at year-end amendments.

4. Director’s Report (Julie Farkas).....	30-34
A. Door Count Usage Statistics – March 2025 (Jeffrey Smith).....	35-36
B. Information Technology Report (Jeffrey Smith).....	37-40
C. Facilities Report (Keith Perfect).....	41
D. Information Services Report (No Dept. Head at the Time).....	42-46
E. Marketing and Community Promotion (Dana VanOast).....	47-48
F. Support Services Report (Sarah Mominee).....	49
G. Library Usage Statistics.....	50-59
H. Friends of Novi Library.....	N/A
I. City of Novi Historical Commission – Minutes 2/19/25.....	61-63

Director Farkas: Included a report this month about some of the things she has been working on. Highlighted a mental health program on April 23 and Novi Community Fest on June 5. Answered question about Tiny Art Show: the artists get to pick up their artwork at the end of the show. Answered question about the Food for Thought donation drive: it will go through the end of the weekend and donations are being collected in the Library’s main lobby, past the second set of doors.

Trustee Burke: Recommended that we have a save-the-date for the 65th anniversary event to hand out at Community Fest.

Public Comment

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No Public Comment

Committee Reports

- Policy Committee:** Review current public policies for the Library

 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
- HR Committee:** Review HR Policies for the Library, Director review & goals

 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held – Approve revisions to the Employee Donation of Benefit Time HR Policy.....65
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation

 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Scheduled for 3/31/25.....66

Trustee Bartlett: Met with the City of Novi on March 31 regarding future funding for the Library. There is funding available via some state acts that the Library can receive through City Council if we come up

with a proposal for what we will need. This means we probably won't have to go out for a headlee, but even if we do, we could do one just for the Library, and it wouldn't have to include all City departments.

- 4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Planning meeting for 65th Anniversary scheduled for 4/24/25.....N/A
- 5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
- 6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held - Demos for AMHS (Automated Material Handling System scheduled for: 4/14, 4/22 and 4/28.....N/A

Director Farkas: There is a date change for one of the demos, so they will now be on 4/16, 4/22 and 4/28. The three demos are each for a different company. They will take place through Zoom and will be approximately one hour for a presentation and demonstration. Committee members will meet at the Library to view them together. Library staff did an RFP process, reviewed applicants and narrowed it down to these three companies. Will send committee members the pricing information tomorrow.

- 7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
- 8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

Matters for Library Board Action

- 1. Approve the Employee Donation of Benefit Time HR Policy.....65

Trustee Sturing: There is one change, limiting the amount of donated time an employee may receive.

Motion: to approve the Employee Donation of Benefit Time HR Policy
Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Dooley

Trustee Halvangis: Asked if when a staff member donates time, does it go to a general bank or to a specific employee?

Director Farkas: It goes to a specific employee who is currently on leave.

Trustee Dooley: Asked if an employee could donate time from any of their PTO banks, or does it have to be from their sick time bank?

Director Farkas: They could donate from any of their PTO banks.

Trustee Burke: Clarified that this means a single employee can only receive one week of donated time total, not one week each from multiple employees. Wondered if a staff member can go on unpaid leave if they have exhausted all of their PTO.

Director Farkas: Some employees qualify for FMLA, but not all. This policy allows someone who is not eligible for FMLA to have some time donated to them.

Motion Passes – 7-0

Communications

None

Closed Session

No Closed Session

Adjournment

Motion: to adjourn at 7:37 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – N/A

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2025.....68
- Library Closings 2025.....69

2025 Future Events:

- 4/16/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **4/19/25 – 4/20/25: LIBRARY CLOSED – Easter Weekend**
- **5/8/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- **5/11/25: LIBRARY CLOSED – Mother’s Day**
- 5/14/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- 5/21/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- 6/5/25: SRP Kick-off and Community Festival, 4-7pm, City of Novi
- 6/11/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **6/12/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers – Director’s Annual Review in Closed Session**
- 6/18/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **6/15/25: LIBRARY CLOSED – Father’s Day**
- **6/19/25: LIBRARY CLOSED – Juneteenth Holiday**

Karla S. Halvangis

May 8, 2025

Karla Halvangis, Secretary

Date