



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

Final Draft

Call to Order by Vice President, Kathy Crawford

Novi Civic Center, Council Chambers

Called to order by Vice President Kathy Crawford at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited

Roll Call by Secretary, Kat Dooley

Library Board – 6 board members were recorded present

Mark Sturing, President – absent, excused

Kathy Crawford, Vice-President

Brian Bartlett, Treasurer

Kat Dooley, Secretary

Lori Burke, Board Member

Ajeeta Gawalapu, Board Member

Karla Halvangis, Board Member

Student Representatives

Alexandra DeMore

Alyna Dohadwala – absent, excused

Library Staff

Julie Farkas, Director

Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Bartlett

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: January 9, 2025 Regular Board Meeting.....4-9
2. Approve Minutes of: January 18, 2025 – Board Budget Session #110-14
3. Approve Minutes of: February 6, 2025 – Board Budget Session #2.....15-19
4. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#647).....20-22

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

Motion passes – 6-0

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 – January 2025.....23-24

Trustee Burke: Asked if Teen Space statistics report the number of unique visitors or total visits, i.e. if one student visits Teen Space every day of the week, does that count as 5 visits?

Director Farkas: Clarified that, yes, the Teen Space statistics report the total number of visits.

2. President's Report (Mark Sturing).....N/A
 - A. 2023-2024 Annual Report – updated as of 1/3/25.....25-26
 - B. 2024-2025 Board Committee Assignments.....27
 - C. Election of Officers – March 27, 2025 coordinated by Secretary Kat Dooley.....N/A
 - D. Committee Appointments – May 8, 2025.....N/A

Trustee Crawford: Gave report in Trustee Sturing's absence. Encouraged everyone to read through the Library's annual report because the numbers are remarkable. Attended the MLK Day event which was inspirational; commended Programming Coordinator Gail Anderson on this event. Attended the Abraham Lincoln impersonator event put on by the Novi Historical Commission last week which was entertaining and educational. Reminded everyone that programs at the Library are free, but you do need to register for many of them. Many programs fill up quickly, but you can get put on a waitlist. Please let the Library know if you are no longer able to attend, so that someone from the waitlist can take your place. The next Historical Commission event is about Belle Isle and will take place in March. Reminded Board Members that the election of officers for the next year will take place at the March board meeting, so if you are interested in a position, let Trustee Dooley know. You can also change what committees you are part of. These will be appointed in May for the following year.

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 16. In order to incorporate all changes, we will need by June 9.
 - B. 2024-2025 Library Budget Fund 271.....28-30
 - C. 2024-2025 Contributed Fund Budget 272.....31
 - D. Financial Report January 2025.....32
 - E. Library Fund 271 Expenditure & Revenue Report as of January 31, 2025.....33-35
 - F. Library Fund 272 Contributed Fund as of January 31, 2025.....36
 - G. Balance Sheets for Funds 271 and 272 as of January 31, 2025.....37-38

Trustee Bartlett: Will cover 2024-2025 Year End Budget and 2025-2026 Proposed Budget during Matters for Board Action.

Director Farkas: Believes approving the 2024-2025 Year End Budget today will cover changes through the 3rd quarter, so we will just have to do 4th quarter amendments in June.

4. Director's Report (Julie Farkas).....	39-45
A. Information Technology Report (Jeffrey Smith).....	46-49
B. Facilities Report (Keith Perfect).....	50
C. Information Services Report (No Dept. Head at the Time).....	50-55
D. Marketing and Community Promotion (Dana VanOast).....	56
E. Support Services Report (Sarah Mominee).....	57
F. Library Usage Statistics.....	58-67
G. Friends of Novi Library – February 2025 Newsletter; 25/26 Proposed Wish List.....	68-69
H. City of Novi Historical Commission – Minutes 11/20/24 & 12/18/24; Approved 25/26 Budget.....	70-74

Director Farkas: A motor in the Library's vestibule heating system, which was 15 years old, broke this week, causing cold temperatures in the lobby. The part is on order and should arrive in the next few days. The Library closed early at 5:00pm on Wednesday, February 12 because the roads were starting to get slippery and we wanted to ensure staff could get home safely. We did not have to close or have a delayed opening today (Thursday, February 13) because we did not get as much snow as predicted and the roads got cleared well. Always speaks to the City's Department of Public Works about the road conditions before making a decision to close, and also views security cameras from home to know if our vendor has cleared the parking lot. We have added courtesy phone charging stations throughout the building. The Library is partnering with Fox Run for 2 author events in April that will take place at Fox Run.

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.....N/A
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 2/4/25 to discuss the 25/26 proposed budgets.....N/A
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Planning meeting held for 65th Anniversary on 2/5/25.....N/A
 - Planning meeting for 65th Anniversary scheduled for 3/6/25.....N/A

- Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
- No Meeting Held.....N/A

- Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
- No Meeting Held.....N/A

- Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
- No Meeting Held.....N/A

- Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
- No Meeting Held.....N/A

Trustee Crawford: A lot of planning and meetings have gone into creating these budgets, this is just the finale. Reminded everyone that the budget is a guideline, but it can be changed as things come up.

- Motion:** to approve the 2024-2025 Year End Budgets for Accounts 271 and 272 as of February 13, 2025
Motion to Approve – 1st – Trustee Burke
2nd – Trustee Halvangis

Trustee Bartlett: The Year End Budgets are a little better than we had anticipated due to higher tax revenue and interest in investments than predicted.

Motion: to approve the 2025/2026 Proposed Budget for Accounts 271 and 272 as of February 13, 2025
Motion to Approve – 1st – Trustee Halvangis
2nd – Trustee Burke

No Communications

No Closed Session

Trustee Crawford: Reminded everyone that March is Reading Month and there are always special activities going on throughout the month at the Library.

Motion to Adjourn – 1st – Trustee Bartlett
2nd – Trustee Burke

- Library Board Calendar 2025.....78
- Library Closings 2025.....79

2025 Future Events:

- 2/19/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **March is Reading Month**
- 3/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- 3/19/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **3/27/25: Library Board of Trustees Regular Meeting, 7pm, Novi Public Library – Board Room, 2nd floor**
- **National Library Week – April 6 - 12**
- 4/9/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **4/10/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 4/16/25: Novi Historical Commission Meeting, 7pm, Novi Public Library



Kat Dooley, Secretary

March 27, 2025

Date