

**Library Board of Trustees – Regular Meeting  
Final Draft – MINUTES  
March 27, 2025, 7 PM  
Novi Public Library, Board Room**

**Final Draft**

**Call to Order by President, Mark Sturing**

Novi Public Library, Board Room

Called to order by President Mark Sturing at 7:01 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

Kathy Crawford, Vice-President

Brian Bartlett, Treasurer

Kat Dooley, Secretary

Lori Burke, Board Member

Ajeeta Gawalapu, Board Member – absent, excused

Karla Halvangis, Board Member

**Student Representatives**

Alexandra DeMore

Alyna Dohadwala

**Library Staff**

Julie Farkas, Director

Amy Crockett, Recording Secretary

**Approval of Agenda.....1-4**

Trustee Crawford: Had a question about meeting room space at the library and would like a discussion to be added to the agenda somewhere.

Trustee Sturing: We can add that to Reports, as item E under the President's Report.

**Motion:** To approve the Agenda with the above amendment

Motion for Approval – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Dooley

**Motion passes – 6-0**

**Consent Agenda**

1. Approve Minutes of: February 13, 2025 Regular Board Meeting.....5-9

2. Approve Claims and Warrants of:

A. Accounts 271 and 272 (#648).....10-12

**Motion:** To approve the Consent Agenda as presented

Motion for Approval – 1<sup>st</sup> – Trustee Burke

2<sup>nd</sup> – Trustee Halvangis

## 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 – February 2025.....13-16

Trustee Burke: Asked if the No Required Reading Book Club for teens will go through the summer or if it just runs during the school year.

Director Farkas: Was not sure, but will find out.

Representative DeMore: Shared that they will be voting on a new name for the teen area on the 2<sup>nd</sup> floor soon.

#### 2. President's Report (Mark Sturing).....17-25

Trustee Sturing: Pointed out that we are very lucky in Novi to have so much involvement from the public at the library. Called attention to many of the great programs we have coming up, particularly the financial programs for teens put on through our partnership with MSUFCU, author events happening at Fox Run and Novi Community Fest on June 5.

Trustee Crawford: The Historical Commission's Belle Isle program this month was very well attended. Gave a presentation for the Women's Club at Fox Run about the history of Novi. Attended the State of the City event and was disappointed that the library was not mentioned. The Historical Commission has two upcoming programs, one is from a Novi resident who survived the Andrea Doria shipwreck on April 17 and the other is a program about Normandy on May 22.

##### A. Various statements from ALA, MLA and TLN regarding the dismantling of IMLS (Institute of Museum and Library Services)

Discussion about the Executive Order that proposes defunding the IMLS. Some board members expressed the feeling that it has been overdramatized. Other board members pointed out that while Novi is an affluent community, smaller libraries could suffer greatly.

Director Farkas explained that nothing has affected NPL operations yet. However, funding for MelCat, the statewide catalog that provides access to items across the whole state, as well as Mel Databases, would be in jeopardy. She shared that these resources are used widely at NPL and that we would not be able to afford access to these databases on our own, so it would directly affect our patrons. She also expressed appreciation for the organizations that distribute this money and provide valuable information to libraries across the country. Director Farkas shared an infographic that she just received from The Library Network regarding Michigan library usage and funding, including funds through IMLS. She also shared an anonymous feedback comment from a staff member expressing concern that NPL leadership had not yet addressed the Executive Orders and how it might affect NPL with staff. Director Farkas said that she wanted to discuss matters with the Board first.

Board members expressed that it is a “wait and see” situation and Trustee Dooley pointed out the importance of preparing in case this does come to fruition.

B. 2024-2025 Board Committee Assignments.....26

C. Election of Officers – March 27, 2025 coordinated by Secretary Kat Dooley

D. Committee Appointments – May 8, 2025

Trustee Sturing: Reminded board members that they need to start thinking about their committee assignments for next year.

Director Farkas: Would like to see how we can better engage the DEI Committee to meet the needs of our community.

E. Meeting Room Space (item added during approval of agenda)

Trustee Crawford: Expressed that the Historical Commission and Friends of the Library have been facing challenges with meeting room space at the library. Often only half of the large meeting room is reserved for a program and then they get more attendance than expected and they don't want to turn people away. They would like to have the whole room reserved so they don't have to worry about it. Also, the Historical Commission and Friends of the Library have a date coming up where both groups are hosting an event at the library on the same night – don't think they should be competing for the same audience.

Director Farkas: We can make sure they have the whole room reserved for these events moving forward. Will also have the Historical Commission and Friends of the Library staff liaisons work together to make sure their events don't conflict in the future.

Trustee Halvangis: Brought up a recent experience of trying to get a study room at the library at opening and the huge demand for these spaces. Wondered about where we are on getting the additional single user booths.

Director Farkas: The single user booths are budgeted in the new fiscal year, including asking for one on the Friends of the Library wish list. Hope to have them in place by September for the new school year.

3. Treasurer's Report (Brian Bartlett)

A. Future Approvals from the City: 3<sup>rd</sup> Qtr. budget amendment will go to council April 21. In order to incorporate all changes, information is needed by April 14. 4<sup>th</sup> 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.....27-29

C. 2024-2025 Contributed Fund Budget 272.....30

D. Financial Report February 2025.....31

E. Library Fund 271 Expenditure & Revenue Report as of February 28, 2025.....32-35

F. Library Fund 272 Contributed Fund as of February 28, 2025.....36

G. Balance Sheets for Funds 271 and 272 as of February 28, 2025.....37-38

Trustee Bartlett: This month ends our third quarter. The Finance Committee has a meeting on Monday with the Novi City Manager and an attorney that handles bonds/millages, so if you have any questions you want us to ask, please let us know.

Trustee Sturing: Wondered if our budget is on track with being 75% of the way through the fiscal year.

Director Farkas: Yes, so far we have only spent 66% of our approved budget for the fiscal year.

4. Director's Report (Julie Farkas).....39-49

A. Information Technology Report (Jeffrey Smith).....50-52

B. Facilities Report (Keith Perfect).....53

C. Information Services Report (No Dept. Head at the Time).....	54-58
D. Marketing and Community Promotion (Dana VanOast).....	59
E. Support Services Report (Sarah Mominee).....	60
F. Library Usage Statistics.....	61-70
G. Friends of Novi Library – March 2025 Newsletter.....	71
H. City of Novi Historical Commission – Minutes 1/15/25.....	72-74

Director Farkas: Thanked the library's bookkeeper Bindhya Suriyanarayanan for doing some budget presentations for staff and pointed out several of the reports she puts together for the board packet.

Trustee Crawford: Commended Bindhya on her help with the Historical Commission's finances as well.

Trustee Burke: Asked about the library's presence at the Novi Community Fest event.

Director Farkas: The library will have a table at the event and has been involved in the planning. Programming Coordinator Gail Anderson is coordinating the musical acts for the event. We will also use this as our Summer Reading Program kick-off.

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

### Public Comment

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No Public Comment

### Committee Reports

1. **Policy Committee:** Review current public policies for the Library
  - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
  - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
  - Meeting held on 3/20/25 – Approve 2025-2026 Salary Structure; HR Sick Policy; HR Information Technology Usage Policy .....75-87
3. **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.....N/A
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - Planning meeting for 65<sup>th</sup> Anniversary scheduled for 4/24/25.....N/A

Trustee Dooley: Asked if Dana can share a draft of the Marketing Plan for the committee to review ahead of their next committee meeting.

Director Farkas: Will make sure this is shared.

Clarification that the regular committee meeting, separate from the 65<sup>th</sup> anniversary committee meeting, will also be held on April 24, but in the morning via Zoom.

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 - Approve Conceptual Design Costs for Main Entrance; Floor & Upholstery Cleaning Services.....90-104
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. Election of Library Board Officers (April 2025 – March 2026).....N/A

#### **OFFICER BALLOT [PROPOSED]**

President - Mark Sturing

Vice President - Kat Dooley

Treasurer - Brian Bartlett

Secretary - No nominee as of 3-20-25

Trustee Dooley: Asked if there were any further nominations.

Trustee Burke: Nominates Trustee Halvangis for Secretary.

**Motion:** to close nominations for Library Board Officers (April 2025 – March 2026)

Motion to Close Nominations – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Burke

**Motion Passes – 6-0**

**Motion:** to approve all Library Board Officers nominated for April 2025 – March 2026

Motion to Approve – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Burke

**Motion Passes – 6-0**

2. Approve the salary structure for fiscal year 2025-2026, as of 3/27/25; which includes the minimum wage increase at \$13.73.....75

Director Farkas: Michigan increased minimum wage more than we anticipated in our original 2025-2026 budget, so we have updated the salary structure to bring Grade 1 employees up to the new minimum wage starting in July. There is also a change to the salary structure to include two Information Services Supervisors instead of one Information Services Manager.

**Motion:** to approve the salary structure for fiscal year 2025-2026, as of 3/27/25; which includes the minimum wage increase at \$13.73

Motion to Approve – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Bartlett

Discussion to clarify that the new state minimum wage goes into effect in January 2026, but that the library is proposing to implement it starting in July 2025 to coincide with the start of our new fiscal year. Also clarified that only Grade 1 is being updated and that the board is just approving this one change to the salary structure that was already otherwise approved in February.

**Motion Passes – 6-0**

3. Approve revisions to the HR Sick Time Policy based on new legislation.....76-78

**Motion:** to approve revisions to the HR Sick Time Policy based on new legislation

Motion to Approve – 1<sup>st</sup> – Trustee Dooley

2<sup>nd</sup> – Trustee Halvangis

Trustee Sturing: Asked if there was any discussion about staff being able to use other paid time off to satisfy the new sick leave requirements instead.

Director Farkas: Explained that currently, part-time staff at NPL working fewer than 20 hours per week do not receive any paid time off benefits, but the new legislation mandates that all staff must earn sick time, so this will bring us into compliance. Expressed that she is glad that these staff members will begin earning sick time and believes it will encourage staff to not come in when they are sick.

Trustee Sturing: Proposes one amendment to the policy, for the first sentence to start with “Except as provided below...”

Trustees Dooley and Halvangis agree to include this amendment in their motion to approve.

Discussion about no longer having a maximum amount of hours an employee can accumulate in their sick bank, which is required by the new legislation. Director Farkas explained that we will have to see how it goes and that staff have earned the time, so they should be able to use it.

Trustees Sturing and Dooley and Director Farkas thanked HR Specialist Kristen Sullivan for her time working on this policy and making sure NPL is compliant.

**Motion Passes – 6-0**

4. Approve revisions to the HR Information Technology Usage Policy.....79-84

**Motion:** to approve revisions to the HR Information Technology Usage Policy

Motion to Approve – 1<sup>st</sup> – Trustee Halvangis

2<sup>nd</sup> – Trustee Dooley

Director Farkas: The only change to this policy is to add language about staff using AI. We got this from the City of Novi's policy.

**Motion Passes – 6-0**

5. Approve conceptual design costs in the amount of \$2,500 for the main entrance with MCD Architects.....90-91

**Motion:** to approve conceptual design costs in the amount of \$2,500 for the main entrance with MCD Architects

Motion to Approve – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Bartlett

Trustee Burke: Expressed importance of having a certified mechanical engineer look at the area as well.

Trustee Bartlett: Expressed importance of architect understanding our goals for the area.

Director Farkas: Assured board members that the architect has a certified mechanical engineer on his team that would be involved, that the architect visited at a busy time on a cold day in February to understand our current issues and that the Building & Grounds committee will be involved every step of the way. The architect will provide multiple plans for us to review and if none of them will accomplish our goals or fit within our budget, we do not have to move forward.

**Motion Passes – 6-0**

6. Approve the quote submitted by Dalton Commercial Cleaning for Floor & Upholstery Clearing with a not to exceed amount of \$21,248.00.....92-104

**Motion:** to approve the quote submitted by Dalton Commercial Cleaning for Floor & Upholstery Clearing with a not to exceed amount of \$21,248.00

Motion to Approve – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Halvangis

**Motion Passes – 6-0**

#### Communications

1. 3/7/25: Google Comment Re: 2<sup>nd</sup> Floor: Teen Area, Computer area and view from the west side windows.....105-106

Trustee Sturing: Read the comment, but doesn't believe any further discussion or action is needed.

#### Closed Session

No Closed Session

#### Adjournment

**Motion:** to adjourn at 8:51 PM

Motion to Adjourn – 1<sup>st</sup> – Trustee Burke

2<sup>nd</sup> – Trustee Bartlett

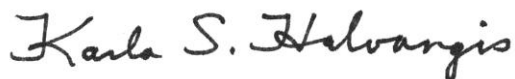
**Motion Passes – 6-0**

#### Supplemental Information

- Library Board Calendar 2025.....107
- Library Closings 2025.....108

#### 2025 Future Events:

- National Library Week, April 6 – 12: Drawn to the Library
- Tiny Art Show: Month of April
- 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
- **4/19 – 4/20/25: LIBRARY CLOSED – Easter Weekend**
- **5/8/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 5/14/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- 5/21/25: Novi Historical Commission Meeting, 7pm, Novi Public Library



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Karla Halvangis, Secretary

April 10, 2025

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Date