



**Library Board of Trustees – Regular Meeting
Final Draft – MINUTES
May 8, 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 – 5 board members were recorded present

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

Student Representatives
Alexandra DeMore – absent, excused
Alyna Dohadwala

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 Bartlett
2nd – Trustee Burke

Motion passes – 5-0

Consent Agenda

- 1. Approve Minutes of: April 10, 2025 Regular Board Meeting.....4-9
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#650).....10-12

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

Motion passes – 5-0

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 & April 2025.....13-15

Director Farkas: Noted some corrections on pages 14 and 15. The Chess Club dates should read April 3 and 24. The April Tween Grab and Go Kit attendance should read 96. The Tape Resist Art attendance should read 5.

Trustee Gawalapu: Wondered about the low attendance at the No Required Reading Book Club.

Student Representative Dohadwala: Thinks a lot of teens don't know about the program yet and they are hoping to get the word out more to increase attendance.

Trustee Halvangis: Asked how the Michigan State University Federal Credit Union teen programs went.

Director Farkas: The programs went really well; we got good feedback from them and are planning to offer programs again in the fall and next spring. These programs are part of our partnership with MSUFCU.

2. President's Report (Mark Sturing)

A. IMLS Updates.....16-21

B. 2025-2026 Board Committee Assignments.....22

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: Included some updates about funding for the Institute for Museum and Library Services on pages 16-21, including a press release from the Michigan Library Association. There is a lot of information about what IMLS does for Michigan as well as how to contact your representatives if you would like. Thanked Mary Storch for her email regarding IMLS salaries, which is included on page 102.

Director Farkas: Took part in a library director's meeting with the state librarian. We know Michigan will get 50% of the funding for the Michigan Electronic Library from IMLS this year, which is good, but there will still be cuts. We don't know anything about funding for 2026 yet. There is legal action being taken, so it is a wait and see situation. Participated in Library Advocacy Day at the state capital on April 30. We have great representatives who are library lovers and users. We are doing our best to put the word out and I think we're being heard. Encouraged anyone who is comfortable to contact their representatives.

Trustee Sturing: We are hoping that even if federal funding gets cut, it might come from the state level instead.

Director Farkas: That is what we were asking Michigan representatives for at Advocacy Day. Since libraries fall under the Department of Education in Michigan, we would need the funding to come through that department.

Trustee Sturing: Presented board committee assignments for 2025-2026. The only changes are that Trustee Halvangis will chair the DEI committee and will join the HR committee, and Trustee Burke will chair the Policy committee. Director Farkas' annual review will take place at the June meeting.

Director Farkas: Will send the annual review paperwork to the HR committee next week.

3. Treasurer’s Report (Brian Bartlett)
 - A. Future Approvals from the City: Year End amendment went to council on May 5. 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.....23-25
 - C. 2024-2025 Contributed Fund Budget 272.....26
 - D. Financial Report April 2025.....27
 - E. Library Fund 271 Expenditure & Revenue Report as of April 30, 2025.....28-31
 - F. Library Fund 272 Contributed Fund as of April 30, 2025.....32-33
 - G. Balance Sheets for Funds 271 and 272 as of April 30, 2025.....34-35

Trustee Bartlett: Encouraged board members to watch the video from the City Council budget meeting on April 16. Some documents were sent to Council that showed the Library's bottom line and they did not respond well to it. See page 87 for a memo from Director Farkas to Council regarding what we have been discussing in our board meetings about the Library's budget and the need for additional funding. We are expecting to come in a little ahead of our projected budget this year. We should have more information in June closer to the end of the fiscal year.

Director Farkas: Will bring fourth quarter numbers to the June meeting.

4. Director’s Report (Julie Farkas).....36-49
 - A. Door Count Usage Statistics – April 2025 (Jeffrey Smith).....50-51
 - B. Information Technology Report (Jeffrey Smith).....52-55
 - C. Facilities Report (Keith Perfect).....55
 - D. Information Services Report (No Dept. Head at the Time).....56-61
 - E. Marketing and Community Promotion (Dana VanOast).....62-63
 - F. Support Services Report (Sarah Mominee).....64-65
 - G. Library Usage Statistics.....66-75
 - H. Friends of Novi Library – May eNews; Agenda 4/9/25; Minutes 11/13/24.....76-82
 - I. City of Novi Historical Commission – Minutes 3/19/25.....83-85

Director Farkas: Included talking points we received from MLA for Advocacy Day. We made the decision to bring the number of checkouts per month for hoopla digital service down from ten to seven due to rising costs. Libraries across the country are having to do this. Also asking patrons to make sure they are planning to read/watch something before checking it out on hoopla, because the Library gets charged for it when you check it out, even if you don't end up reading/watching it.

Trustee Burke: Doesn't think people using digital resources realize that the Library has to pay for them.

Director Farkas: The Library pays for the digital service in order to provide it for free to the public. We had a catalog upgrade on Sunday that went well and we had less downtime than expected. Everything is up and running now. We have a new Read Box opening at Jessica's Splash Pad.

Trustee Sturing: Told Director Farkas that she does not need to provide the report of her monthly activities (pages 40-41) if it takes up her time to put it together, because the board has so much interaction with her, they already know a lot of what she is doing.

Director Farkas: Thanked Trustee Sturing for that feedback.

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
 - No Meeting Held.....N/A
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting scheduled for 5/7/25.....N/A
 - 4/16/25 Memo to City Council; Budget Summary for 2025-2026.....89-90
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 4/28/25.....N/A
 - Planning meeting for 65th Anniversary scheduled for 5/13/25.....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
 - Meetings held on 4/14/25, 4/22/25 and 4/28/25 - demos for AMHS (Automated Material Handling System); Committee meeting held on 4/29/25.....91-101
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. The Automated Materials Handling System (AMHS) RFP review team is recommending for Board approval the purchase of an AMH (Automated Material Handling) system with an Exterior Patron Induction Station, Staff Induction Station and accompanying Locking Backup Book drop from Lyngsoe Systems in a not to exceed amount of \$148,239.....91

Director Farkas: Gave a huge thank you to Assistant Director of Building Operations Maryann Zurmuehlen for her work on this project. This machine is 15 years old and it is doing ok, but it takes 6-9 months to replace it, so we don't want to wait until it breaks, we want to be proactive to replace it. This cost was included in the 2025-2026 budget. Went through an RFP process and selected three companies to do demos with. Had many staff members involved in the process, including all six supervisors from the Support Services Department who use this machine every day with their staff, and this recommendation comes from the staff review team. It is the most expensive of the three options, but it is much better than what we have in terms of efficiency and will save a lot of staff time, and it should last longer.

Motion: to approve the purchase of an AMH (Automated Material Handling) system with an Exterior Patron Induction Station, Staff Induction Station and accompanying Locking Backup Book drop from Lyngsoe Systems in a not to exceed amount of \$148,239

Motion to Approve – 1st – Trustee Halvangis

2nd – Trustee Burke

Trustee Burke: Thanked everyone involved in the process. With all the work that has been put in, will not second guess their decision and will support the motion.

Trustee Halvangis: Appreciated being able to be a part of the process and see behind the scenes.

Trustee Gawalapu: Commented that staff had answers to all of the committee's questions.

Trustee Sturing: This new system is very technologically advanced, will take us into the future and save us staff time. Supports the motion.

Trustee Burke: Wishes we had a full board tonight to vote on such a big purchase, but doesn't want to postpone the decision because the cost could go up if we wait.

Trustee Bartlett: Recognizes that this is a system the Library needs and appreciates all the work that has been done on this process, but is concerned about the price of it after the communication we just received from City Council regarding our budget. Would like to suggest approving this as a first reading and revisiting it again next month, after trying to come up with a hard cost that we would save by getting the new machine. Thinks approving such a large cost right now could send the wrong message.

Director Farkas: Would have to go back to the proposed quotes to see how long they are good for, because the cost could go up if we wait. The cost would come out of account 272, which is the capital reserve designated for building upgrades, not the general fund, which I think does make a difference. We also set aside enough to make a down payment for the new machine in the 2024-2025 budget. Commented that if she had known we would not be moving forward with this, she would've held off on putting all the staff time into the process.

Trustees Halvangis, Sturing and Gawalapu all expressed support for moving forward with the purchase now to keep the building operating.

Trustee Bartlett: Has had several conversations with City Council members who have said the Library needs to cut operations.

Trustee Burke: Commented that this cost would come out of capital, not operations.

Trustee Bartlett: We serve at the direction of City Council and that is what I am doing. I need to say that for the record.

Trustee Burke: I am working for the taxpayers of Novi. We have known this cost was coming. We have put several Band-Aids on the machine already. It is a vital part of the Library and if we want to maintain the integrity of the Library, we need to bite the bullet, regardless of what anyone else says.

Motion Passes – 4-1

Yes: Trustees Burke, Halvangis, Gawalapu, Sturing

No: Trustee Bartlett

Communications

1. 4/23/25: Email from Mary Storch to President Sturing Re: IMLS Salaries..... 102

Trustee Sturing: Thanked Mary for her email. She provided a very helpful website as well.

Closed Session

No Closed Session

Adjournment

Motion: to adjourn at 7:56 PM

Motion to Adjourn – 1st – Trustee Burke

2nd – Trustee Bartlett

Motion Passes – 5-0

Supplemental Information

- Library Board Calendar 2025.....103
- Library Closings 2025.....104

2025 Future Events:

- **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
- **5/24 – 5/26: LIBRARY CLOSED – Memorial Day Weekend**
- **6/2 – 8/9: SUMMER READING PROGRAM**
- 6/5/25: SRP Kick-off and Community Festival, 4-8pm, 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

June 12, 2025

Karla Halvangis, Secretary

Date