



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
December 21, 2022, 7 PM
City of Novi – City Council Chambers**

Final Draft

Call to Order by President Kathy Crawford

City Council Chambers

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – 7 Board members were recorded present

- Kathy Crawford, President
- Kat Dooley, Vice-President
- Brian Bartlett, Secretary
- Tara Michener, Board Member
- Mark Sturing, Board Member
- Sreeny Cherukuri, Treasurer
- Priya Gurumurthy, Board Member

Student Representatives

- Abhay Kakarla
- Rida Salim - Absent

Library Staff

- Julie Farkas, Director

Legal Counsel

- Debra Walling, Attorney
- Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

- Motion:** To Approve the Agenda as documented in the board packet.
Motion for Approval – 1st – Trustee Michener
2nd – Trustee Gurumurthy

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: November 16, 20225-11
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#621).....12-14

Motion: To Approve the Consent Agenda as documented.
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Cherukuri

Motion passes – 7-0

Presentations

- 1. Recognition of Barbara Rutkowski – Head of IT, retiring as of December 31, 2022

Board members thanked Ms. Rutkowski for her leadership and assistance to the library staff and patrons. She has kept the Novi Library on the leading edge of information services and will be hard to replace.

- 2. DRAFT Strategic Planning Survey – presented by Dana Brataniec.....87-97

Review of the survey discussed between the Strategic Planning Committee, Library Staff, and Rethinking Libraries. These documents are under consideration for board approval during Library Action.

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

Sharon Trumpy –

Referred to the agenda item on Collection Policy. She discussed the South Lyon meeting regarding a collection policy challenge meeting.

Cannon Michener –

Thanked the library regarding Novi Library's Pop-up Market event and is a great entrepreneurship opportunity for young patrons. He thanked Director Farkas and the NEF for their efforts.

Mike Desanto – South Lake Drive

Thanked the library and discussed budget challenges along with the Collections Policy to be discussed this evening and DEI / International initiatives.

Reports

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – November 2022.....15

Rida Salim wrote a letter to the board indicating she could no longer serve as a Student Representative.

- 2. President's Report (Kathy Crawford)
 - A. 2022/2023 Library Board Goals 16-18
 - B. Director's mid-year review scheduled for January 26, 2023 in Closed Session
- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report November 2022.....19
 - B. 2021-2022 Library Budget Fund 268..... 20-22
 - C. 2021-2022 Contributed Fund Budget 269.....23

D. Library Fund 268 Expenditure & Revenue Report as of November 30, 2022	24-26
E. Library Fund 269 Contributed Fund as of November 30, 2022	27
F. Balance Sheets for Funds 268 and 269 as of November 30, 2022.....	28-29
4. Director's Report (Julie Farkas)	30-43
A. Information Technology Report..... (Barbara Rutkowski).....	44-45
B. Facilities Report.... (Keith Perfect).....	45
C. Information Services Report.... (Hillary Hentschel).....	46-47
D. Support Services Report.... (Maryann Zurmuehlen).....	48
E. Library Usage Statistics.....	49-57
F. Friends of Novi Library:	57
G. City of Novi Historical Commission 9/21/22 Minutes; 10/19/22 Minutes.....	58-62

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

No Public Comment.

Committee Reports

- Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
 · Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 · **GOALS 2022-2023:**

 - Meeting held on 12/1/22 regarding the Collection Development Policy 63-82
- HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 · Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn
 · Staff is currently reviewing: Communication Device Policy
 · Meeting held on: September 8, 2022 to go over the Communication Device Policy before staff review; begin planning a board retreat for spring 2023 (Director Farkas is looking into a potential speaker); Finance Committee requested a benefits comparison which HR will also review. Director Farkas is compiling the data. A first draft of a new Organizational Chart was reviewed.
 · Next meeting: October 24, 2022
GOALS 2022-2023:

 - Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 - Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention
 - Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas and Barbara Cook)

- Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7th to discuss their Trust and how it is managed.
- Committee has requested a review of current and competitive benefits by similar libraries. Director Farkas is compiling the information. This will be shared with HR Committee as well.
- Next meeting: TBD

· **GOALS 2022-2023:**

1. Review Financial Plan
2. Library Endowment/Foundation investigation
3. Salary Comparison and review; last done in 2018

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas and Dana Brataniec)

- Meeting held: October 12, 2022.....70

· **GOALS 2022-2023:**

1. Continuing support with Friends of Library; more board presence at their events
2. Marketing Plan update
3. Marketing efforts put in place for the Strategic Plan

5. **Strategic Planning Committee:**

(Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas)

- Meeting held December 12, 202283-97

6. **Building & Grounds Committee:**

(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)

- AC Unit Server room quotes were reviewed by email.....98-100
- No meeting held
- Architect firms have been received in order for a quote to be considered for drawings for the main entrance project; AC Unit in Server Room is being purchased and installation is being scheduled.

· **GOALS 2022-2023:**

1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
2. Review NPL's current Technology Plan

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**

(Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)

- Meeting scheduled for: November 15, 2022 cancelled – Will meet in January

· **GOAL 2022-2023:**

1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

8. **DEI: Diversity, Equity and Inclusion Committee**

(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas and Nicole Williams)

- Meeting held: November 28, 2022 – continued review of Collection Development Policy before turning over to the Policy Committee

GOALS 2022-2023:

1. Recommend all Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person)
2. Assist in launching the DEI Scorecard for NPL
3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

1. Recommendation from Policy Committee to approve the revised Collection Development Policy.....63-67

Trustee Cherukuri: Thanked the board and committees for reviewing his comments and appreciates the effort. Feels that the ultimate responsibility for implementation is with the Director. Has some concerns to the privacy sections especially keeping in mind the challenges of the digital age. Was concerned about including all the ALA's comments since not all of the bullet points are adopted exactly by the Novi Library.

Director Farkas: Much of the added ALA documentation is for the board's reference, only the ALA bill of rights is part of the appendix of the actual policy.

Motion: To approve the amended Collection Development Policy as written.

Motion - Trustee Michener
2nd - Trustee Dooley

Motion Passes – 7-0

2. Recommendation from Strategic Planning Committee to approve the public survey (with minimal edits) for gathering community data.....87-97

Trustee Bartlett: Encouraged fellow trustees to support the document with minimal edits. Agrees with the public comment changing the order of Equity, Diversity and Inclusion to DEI to be consistent with other actions of the board and library. Would like approval now of the minor changes, as it is important to get the survey out in early January to meet Strategic Planning targets.

Trustee Michener: Appreciates the committee and staff efforts in moving this forward. Had some questions regarding how the ethnicity question was going to be handled. Also had some concerns with the Latino question based upon some of the terms being considered gender specific (Latino vs. Latina, etc.)

Trustee Bartlett: Discussed the Ethnicity question. The intent was only to add categories not subtract. Moving the Latino question in and expanding on Pacific Islanders to differentiate between Japanese, Chinese, Asian Indian, etc.

Trustee Cherukuri: Questioned how this survey is to be distributed to the public and how the public will be polled.

Director Farkas: Reviewed the methods of distributing the availability of the survey and the public sessions. She also indicated that the Strategic Committee would need to meet with Rethinking Libraries to move this forward very quickly.

Trustee Sturing: Discussed the optional items and how they are communicated on the survey.

Motion: To approve the recommendation from Strategic Planning Committee to approve the public survey (with minimal edits) for gathering community data

Motion - Trustee Bartlett
2nd - Trustee Dooley

Motion Passes – 7-0

3. Recommendation from Building & Grounds Committee to approve the quote from Allied Building Services for a not to exceed amount of \$29,305 for a new AC Unit in the Server Room.....98-100

Trustee Dooley: Had questions regarding pricing and how this compares to residential HVAC. Was concerned about the cost and pricing.

Trustee Michener: Had concerns about the price, but reminded the board of the outage problems that were experienced in the past. This could avoid a greater expense for equipment replacement.

Director Farkas: Reminded the board that this HVAC unit is only for the Server Room. It's meant to keep the equipment in that room from overheating or shutting down. She also noted the history of the price reductions.

Trustee Sturing: Thanked the board and staff for their efforts to obtain competitive price reductions from the original quotes.

Motion: Recommendation from Building & Grounds Committee to approve the quote from Allied Building Services for a not to exceed amount of \$29,305 for a new AC Unit in the Server Room.

Motion - Trustee Sturing
2nd - Trustee Gurumurthy

Motion Passes – 7-0

Adjournment

Motion: Motion to Adjourn at 9:54 PM
Motion - Trustee Michener
2nd - Trustee Cherukuri

Motion Passes – 7-0

Communications

None

Supplemental Information

- Library Board Calendar 2023.....102
- Library Closings 2023.....103

2022 - 2023 Future Events:

- **12/23: Library Closed**
- **12/24 – 12/25: Library Closed** – Christmas Holidays
- **12/30: Library Closed**
- **12/31/2022 – 1/1/2023: Library Closed** – New Year Holidays
- **Library Board Budget Sessions:** Thursday, January 12 at 5:30pm – Novi Library and Saturday, January 21 at 10:30am – Novi Library
- **No Friends Meeting in January**
- 1/18/23: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 1/26/23: Library Board Regular Meeting at 7pm, City of Novi Council Chambers



January 26, 2023

Brian Bartlett, Secretary

Date