



**Library Board or Trustees – Regular Meeting  
Initial Draft - MINUTES  
August 25, 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 – All 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/Excused

**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 – 1<sup>st</sup> – Trustee Michener  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**



E. Library Fund 269 Contributed Fund as of July 31, 2022 .....	26
F. Balance Sheets for Funds 268 and 269 as of July 31, 2022 .....	27-28
4. Director's Report (Julie Farkas) .....	30-33
A. Information Technology Report .....	33-35
B. Facilities Report.....	35
C. Information Services Report .....	36-40
D. Support Services Report .....	41
E. Library Usage Statistics.....	42-49
F. Friends of Novi Library Minutes Agenda – Aug. 10, 2022; Minutes – June 8, 2022 .....	53
G. City of Novi Historical Commission Minutes – June 15, 2022; Minutes – July 20, 2022.....	54-58

**Director Farkas** The Novi Library has won an award from the Michigan Association for Media in Education. The Library was nominated by the library staff of Novi Schools. The Award is the Association Community Collaboration Award and will be presented in November.

**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**

- 1. **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:**

- 1. Continued review of public policies
- Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies, Communication Device Policy

- 2. **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, Kirstin Abate and Kirsten Malzahn.  
 · Meeting scheduled for: August 22, 2022

- **GOALS 2022-2023:**

- 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
- 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.

- 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

- 3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)

- Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7<sup>th</sup> to discuss their Trust and how it is managed.
- No meeting held in August
- **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 & Dana Brataniec)

- No meeting held; events attended by Library Board Trustees .....59

- **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: Wednesday, August 10, 2022: Committee reviewed four bids for strategic planning services. Results and recommendation are included.....59-65

**6. Building & Grounds Committee:**

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

- See update on Server Room Air-conditioning unit bid; parking lot maintenance; snow removal; Lakeshore Lending Library.....65

- **GOALS 2022-2023:**

1. Explore ways to make our infrastructure (i.e. phone, security system) to be 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)

- No meeting; no report.

- **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 & Nicole Williams) ·

Meeting held on August 9, 2022 .....66

- Next meeting: August 22, 2022

- **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

1. Motion to enter into a contract with Re-Thinking Libraries for strategic planning purposes with a not to exceed cost of \$23,665

**Trustee Bartlett:** Discussed the process for the bids. Two of 4 had extensive Library experience which were Library IQ and Re-Thinking Libraries. They are clearly the two best proposals. Re-Thinking Libraries is the highest bid and had some issues with the bid, most notably the Library Retreat which is over 20% of the bid. The other issue was their ongoing 12 month plan. There is no hard cost for the yearly plan and no definition over what support is included for the first 12 months at no extra cost.

Further looking for means of approval, walking through the costs in detail there are discussions of what they "will" and "can" provide. There is some confusion over what is included and what is optional. They also had an hourly rate and a fixed price rate. All other vendors quoted a fixed price without detailing an hourly rate. Suggested that all members review the final proposal. The appendix and samples were excellent, but unsure what they provided.

**Trustee Gurumurthy:** Noted that Rethinking Libraries stood out for their Appendix. She also was impressed by their experience. We need to move to a negotiation and developing a statement of work (SOW) to revisit what they are saying. She suggested going through a further discussion and bring a back to the board.

**Trustee Dooley:** Indicated the committee's comments were asynchronous. She originally liked Library IQ, but they did not complete all the items required by the RFP process.

**Trustee Michener:** Appreciate what has been shared. Believes getting clarification as to what their words mean and what deliverables are there. RTL sounds like a good group and appreciates the negotiation.

**Director Farkas:** Noted that Rethinking Libraries stood out. They have worked with libraries in the area and within Michigan where Library IQ has not. Also Library IQ did not follow the instructions for bid submittal. She will be working closely with this organization and needs to be confident they can follow instructions.

**President Crawford:** Expressed concern of the timing and the ability to get Budget dollars for Fiscal 2023-2024.

**Director Farkas:** Indicated that this will impact the timeline and will probably miss the Budget timeline. Wanted to be sure that was understood.

**Trustee Sturing:** Had budgetary concerns hearing both \$15,000 and 24,000.

**Director Farkas:** Specified the Budget is \$15,000. Either proposal will probably require an adjustment. All Board Members will get a copy of the final two proposals Re-Thinking Libraries and Library IQ.

**Trustee Michener:** What would be the objective for the proposal. Will this require a presentation from the companies. Is concerned of the impact on the implementation timeline.

**Director Farkas:** The board needs to be prepared that this will effect budget timelines and costs and could well push into planning beyond the next budget, or require a modification.

**Trustee Dooley:** Indicated that her experience is that these proposals often are very optimistic per time lines and could well be face delays beyond the boards control.

**Trustee Gurumurthy:** Suggested a vote before the next board meeting, but with public meeting requirements, that may not be feasible.

**Trustee Bartlett:** Reminded the board of payroll budget pressures that will be our first priority and may impact the strategic plan budgeting regardless of when it is presented.

**Motion (MODIFIED):** The proposals from Library IQ and Re-Thinking Libraries will be sent back to committee for the purpose of bringing a recommendation to the board in September.

Motion- Trustee Cherukuri  
2<sup>nd</sup>-Trustee Dooley

### **Motion Passes – 7-0**

#### 2. Motion to approve the HR Policy: Rules of Conduct

**Trustee Sturing:** Was surprised to see that Mace and Pepper Spray were not allowed per policy. Often persons carry such personal protection devices especially when working long hours.

**Trustee Michener:** Hadn't noticed this exclusion. Would be in favor of omitting that exclusion.

**Trustee Dooley:** Would also be in favor of removing the language excluding Mace and Pepper spray for personal protection.

**Trustee Cherukuri:** Hadn't some questions regarding the gift policy and how it is applied.

**Trustee Michener and Director Farkas:** Clarified how the gift policy for individuals functioned and how staff avoids appearances of impropriety.

**Motion (MODIFIED):** Approval of the Rules of Conduct as documented with the removal of Mace and Pepper Spray exclusion.

Motion- Trustee Sturing  
2<sup>nd</sup>-Trustee Dooley

#### 3. Motion to approve Library Board Meeting Calendar for 2023

**Motion:** To Approve the Library Board Meeting Calendar for 2023.

Motion- Trustee Gurumurthy  
2<sup>nd</sup>-Trustee Chirikuri

**Adjournment**

**Motion:** Motion to Adjourn at 8:56 PM  
Motion- Trustee Michener  
2<sup>nd</sup>-Trustee Gurumurthy

**Motion Passes – 7-0**

**Communications**

- 1. Email from: Danielle Hammelef, Re: Summer Reading Program...72
- 2. Email from: Barb McBeth, Re: Meeting Room Usage.....72

**Supplemental Information**

- Library Closings 2022 and 2023 .....75-76
- Library Board Calendar 2022.....77
- Library Board Calendar DRAFT 2023.....78

**2022 Future Events:**

- 9/1: LIBRARY CARD SIGN UP MONTH – SEPTEMBER
- 9/3-9/5: LIBRARY CLOSED – Labor Day Weekend
- 9/14: Friends of Novi Library, Regular Meeting – 2pm, Novi Public Library
- 9/21: City of Novi Historical Commission – Regular Meeting – 7pm, Novi Public Library
- 9/22: Board of Trustees, Regular Meeting – 7pm, City of Novi – Council Chambers



September 22, 2022

---

Brian Bartlett, Secretary

---

Date