

**Library Board or Trustees – Regular Meeting
March 24, 2022
7 PM
City of Novi – Novi Public Library**

Call to Order

Library First Floor Meeting Room

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 – 6 members were recorded present

Kathy Crawford, President

Kat Dooley, Vice- President

Brian Bartlett, Secretary

Tara Michener, Board Member

Mark Sturing, Board Member

Priya Gurumurthy, Board Member

Sreeny Cherukuri, Absent

Student Representatives

Abhay Kakarla

Rida Salim

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

Legal Council

Debra Walling, Attorney

Rosati, Shultz, Joppich, Amtsbuechler

President Crawford introduced the new Board Members approved by City Council on March 14th 2022. Those new members are:

Priya Gurumurthy – Appointed for 1 year to complete an existing term

Mark Sturing – Appointed for a 3 year full term

Brian Bartlett – Appointed for a 3 year full term

All terms expire on March 1st of the last year of service.

Approval of Agenda

Trustee Michener: Requested adding a Board Action to the agenda for setting up an ad-hoc committee for "On Boarding". In the document to be presented by Dr. Meadows, he suggested a stronger on boarding process for new board members. Member Michener thought a strong program would help new members on the board become more effective in a shorter period of time.

Trustee Sturing: Voiced concern regarding voting on an issue without having a formal proposal and time for trustees to consider it.

President Crawford: Clarified that the added agenda item would be to create a committee to propose a format for the Onboarding Process, not create it this evening.

Motion: To Approve the Agenda with the addition of a Matter for Board Action to create an Ad- Hoc Committee to define an "On Boarding Process" for new trustees.

Motion for Approval – 1st – Trustee Michener
2nd – Trustee Dooley
Motion passes – 6-0

Consent Agenda

- 1. Approve Minutes of:
 - A. January 27, 2022.....5-13
 - B. No February 17, 2022 meeting based on library closure due to weather

- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#611)..... 14-15
 - B. Accounts 268 and #612).....16-18

Motion: To Approve the Consent agenda as presented.

Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Sturing
Motion passes – 6-0

Presentations

- 1. Recognition of Trustees Wood and Yu for their years of service
- 2. NPL @ Your Door presentation by Kirsten Malzahn, Librarian, and Kim Swejkoski, Support Services Supervisor
- 3. Library Board presentation by Dr. Lee Meadows.....19-21

Public Comment

Jason Michener, Harrier Place, Novi, MI
Discussed the financial report and the deficit spending for attorney fees including legal representative at the meetings.

Sharon Trumpy, Harvest Drive, Novi, MI
Discussed the amount of time commitment in presenting to the board. Wants important work of Board DEI committee to resume.

R. Schlessman, Pleasant Cove Drive, Novi, MI
Interested in DEI work of the Library and getting DEI work done.

Reports

1. Student Representatives Report

(Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – January and February 2022..... 22-23

2. President's Report (Kathy Crawford)

A. Appointments for open seats on Library Board Committees.....24

3. Treasurer's Report (OPEN)

A. 2021-2022 Library Budget Fund 268..... 25-27

B. 2021-2022 Contributed Fund Budget 269.....28

C. Financial Report January 2022.....29

D. Financial Report February 2022.....30

E. Library Fund 268 Expenditure & Revenue Report as of January 31, 2022...31-33

F. Library Fund 268 Expenditure & Revenue Report as of February 28, 2022...35-37

G. Library Fund 269 Contributed Fund as of January 31, 2022.....34

H. Library Fund 269 Contributed Fund as of February 28, 2022.....38

I. Balance Sheets for Funds 268 and 269 as of January 31, 2022..... 39-40

J. Balance Sheets for Funds 268 and 269 as of February 28, 2022.....41-42

4. Director's Report (Julie Farkas) 43-59

A. Information Technology Report..... 60-62

B. Facilities Report..... 63-64

C. Information Services Report..... 64-69

D. Support Services Report 69-71

E. Library Usage Statistics..... 72-80

F. Friends of Novi Library81

G. City of Novi Historical Commission..... 82-85

Public Comment

Brenda Anderson, Vine Court Drive, Novi, MI

Spoke against the book bans that have impacted other schools and organizations and encouraged the Novi Library to not support such policies.

Sharon Trumpy, Harvest Drive, Novi, MI

Supports fine free and discussed an example where an increase in late items were not evident.

Jason Michener, Harrier Place, Novi, MI

Discussed City Council providing feminine hygiene products for free in City owned restrooms. Asked if the library will be adopting this policy? Discussed the City purchase of uninterruptible power supplies and asked for an update on the libraries uninterruptible power supplies.

Committee Reports

1. Policy Committee: Review current public policies for the Library

(Chair: OPEN, Bartlett and Michener, Staff Liaison – Julie Farkas) Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel;

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 held on March 3, 2022 to discuss drafts of HR Policies:

No Smoking/Vaping, Dress Code and Rules of Conduct.....86-94

· Next meeting scheduled for: April 7, 2022

GOALS:

- 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, OPEN, Staff Liaisons – Julie Farkas & Barbara Cook) · Copies of the newly adopted Public Library Financial Management Guide (September 2021) from Library of Michigan were given to Library Board members.

· Meeting held on March 16, 2022 to discuss data received by library staff regarding fines and fees.....95-112

Next meeting: No meeting scheduled

4. Events/Marketing/Fundraising Committee: Outreach opportunities

(Chair: Dooley, Bartlett, OPEN, Staff Liaisons – Julie Farkas & Dana Brataniec)

Meeting held: 2/8/2022, see notes.....113

Updates and Events Attended by Trustees – compiled by Trustee Dooley.....113

Meeting held: 3/7/2022, see notes.....113

Updates and Events Attended by Trustees – compiled by Trustee Dooley.....114

GOALS:

- 1: Read box fundraiser during National Library Week (April 2022)
- 2: Bigger ongoing support to Friends of Novi Library
- 3: Marketing plan update (Dana Brataniec)

5. Strategic Planning Committee: (Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).

No meeting; No report. Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.

6. Building & Grounds Committee: (Chair: OPEN, Cherukuri, Staff Liaison – Julie Farkas)

Meeting held: 2/9/2022; see notes.....114-115

Next meeting: 3/10/2022

GOALS:

- 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
- 2. 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.
- 3. Review NPL's current Technology Plan (Barb Rutkowski, Head of IT)

7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws (Chair: OPEN, Bartlett, Michener, Staff Liaison – Julie Farkas) No meeting; no report.

GOAL: Review current Library Board Bylaws (last updated March 28, 2019)

8. DEI: Diversity, Equity and Inclusion Committee Chair: OPEN, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams) No meeting held; no report.

GOALS:

Matters for Library Board Action

1. Vote to fill Treasurer vacancy for Novi Public Library.

Current Bylaws: Article III Officers: Section 8: In case of a vacancy in any office other than the office of president, the vacancy shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs.

President Crawford Per policy, President Crawford is nominating Sreeny Cherukuri to fill the Treasury vacancy until new officers are nominated to coincide with the board year and new officers. This term will be through April 30th.

Motion: To elect Trustee Sreeny Cherukuri to fill the remainder of the Treasurers position through April 30th 2022.

Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Bartlett

Motion passes – 6-0

2. Approve NPL @ Your Door Usage policy revision.....116

Director Farkas reviewed the changes made in the policy as documented in the board packet offering to address any issues the Board may have.

Motion: To approve the changes to the NPL @ Your Door Usage policy as presented in the board packet – 3/24/2022

Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Gurumurthy

Motion passes – 6-0

3. Discussion of the “On Boarding Process” Committee and procedures added to the agenda.

Trustee Michener Proposed adding an “ad hoc” committee to establish an on boarding process for new trustees. This would be a more efficient way to bring new members up to speed on topics such as MLA policies, OMA regulations, Committee and Novi Board procedures and other topics. This should create more effective board participation. In the past board members have commented upon their inexperience and “new” status with the board, and it is hopeful this quickens their effectiveness.

Trustee Dooley supports the concept and feels it would be a positive process for new members. This background would be helpful to new members.

Trustee Bartlett while supporting the task and its concept, does not support adding yet another committee to the Library Board. The Library Board now has a considerable number of standing committees that have a tough time finding time to meet between board meetings. Adding yet another seems counter-productive. It would seem to make sense to pass this off to the Human Resources or By-Laws committee. After all, this would sooner or later become part of by-laws and procedures.

Trustee Gurumurthy supports moving this to an organization such as Human Resources. In most organizations the Human Resource function supports such activities and the experience and skill set present in this group would be helpful.

Trustee Sturing there is considerable work and effort that needs to be put in this proposal and formally presented to the board. He indicated at the current definition he did not have enough information to support the proposal.

Trustee Michener while appreciating the time and effort that various trustees put into committees, she views that the “Ad Hoc” nature of this committee is a key part of the proposal. She would not want to assign this task to existing committees.

Motion: To approve an “ad hoc” committee for the purpose of creating an “On Boarding” procedure for new trustees to the Novi Library Board.

Motion for Approval – 1st – Trustee Michener
2nd – Trustee Dooley

Motion Tabled by agreement by both 1st and 2nd supporting Trustees

Communications

- 1. 2/12/2022: Email from: Sharon Trumpy, Re: Farmington Hills High Walkout.....117
- 2. 3/1/2022: Letter from Governor Whitmer Re: March is Reading Month.....118

Closed Session

- 1. None

Adjournment

Motion: To Adjourn the meeting at 8:50pm.

Motion for Approval – 1st – Trustee Michener

2nd – Trustee Bartlett

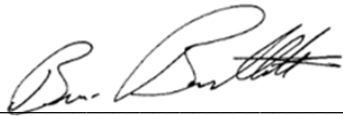
Motion Passes 6-0

Supplemental Information

- 2022 Library Closings119
- Library Board Calendar 2022.....120

2022 Future Events:

- 4/3-4/9/22: National Library Week – official kick-off to in-person programming
- 4/13/22: Friends of Novi Library Board Meeting at 2pm, Novi Library
- 4/17/22: LIBRARY CLOSED
- 4/20/22: City of Novi Historical Commission Meeting at 7pm, Novi Library
- 4/28/22: Library Board of Trustees Regular Meeting at 7pm, City of Novi
- 5/4/22: Installation of Read Boxes in 3 Novi Parks (ITC, Rotary and Pavilion Shores)
- 5/8/22: LIBRARY CLOSED



04-28-2022

Brian Bartlett, Secretary

Date