

**Plymouth District Library Board**  
**Regular Meeting - Tuesday, April 17, 2007 - 7:30 p.m.**  
**Dunning-Hough Library - 223 S. Main Street**  
**Plymouth MI 48170**

**Minutes**

**1. Call to order and attendance** - President Pappas called the meeting to order at 7:32 p.m.

PRESENT: Trustees Anderson, Broderick, George, Hickey, Mackie, Pappas

ABSENT: Trustee Bacyinski

ALSO PRESENT: Patricia Thomas, Director; Diane Anderson, Business Manager, Barbara Kraft, Secretary

PUBLIC: Judy Morgan, Representative, Friends of the Library

1440 Woodland Place, Plymouth

Michael Vaz, - 1075 Roosevelt, Plymouth

**2. Approve agenda** - Resolved by Trustee Mackie, seconded by Trustee Anderson to approve the Agenda, moving Item 10.1 to #5 as a courtesy to Mr. Williamson.

AYES: 6

NAYS: 0

PASSED

**3. Approval of minutes of March 20, 2007 meeting** - Resolved by Trustee Hickey, seconded by Trustee Anderson to approve the minutes of the March 20, 2007 regular meeting.

AYES: 5

NAYS: 0

Abstaining: 1 - Trustee George  
Absent from meeting

PASSED

**4. Public comment** - Friends Representative, Judy Morgan invited all to attend the Book and Author Luncheon May 1 at noon at Fox Hills. The luncheon is sponsored by the Friends of the Plymouth, Canton, Northville and Novi Libraries and features Steve Lehto speaking about his book Death's Door. Mrs. Morgan also invited all to attend the Annual Friends meeting at the Library Wednesday, May 23 at 7pm featuring Chuck Gaidica speaking on environmental issues.

**5. Financial report and list of April bills**

**5.1. (10.1) 2006 Audit** - Presentation by David Williamson, Post, Smythe, Lutz & Ziel  
Mr. Williamson distributed a 'User's Guide' three-page description of Post, Smythe, Lutz & Ziel, an overview of the firm--it's history, clients, his credentials and an outline of the Audit. Mr. Williamson did a 'walk-through' of all the financial statements and contents of the Audit in its entirety. He commented that parts of the Audit were a bit of an anomaly this year due to the ongoing construction. Our model is simple; the most complex area of the Audit is property taxes. There were no disagreements with Management, the State-shared revenues controversy is all cleared up, and our balance sheet is extremely healthy. Any third party reviewing the Audit would come away with a strong sense that the Library's finances are sound, that the Board members are good stewards and that the Library 'runs a tight ship,' providing good information on a monthly basis.

Resolved by Trustee Hickey, seconded by Trustee Mackie to accept the 2006 Audit.

AYES: 6                      NAYS: 0                      PASSED

Financial report and list of March bills - Resolved by Trustee Hickey, seconded by Trustee Mackie to accept the financial report.

AYES: 6                      NAYS: 0                      PASSED

Resolved by Trustee Hickey, seconded by Trustee Anderson to approve for payment check numbers 12785 through 12923 and check number 30 and payroll transfers for March and retirement transfer for February.

AYES: 6                      NAYS: 0                      PASSED

**6. Librarian's report** - was read and discussed; added:

- We now have two audio downloading services - OverDrive and NetLibrary. We are going to renew OverDrive as it has better titles and less expensive on a per-use basis; we are not going to renew NetLibrary.
- Ms. Petlewski attended a Reference Forum in Lansing. Discussion revealed that some MEL Databases are in jeopardy because they are covered by State funding. Also, the Plymouth Library is at the forefront in all areas.
- TLN membership meetings are taking place to discuss strategies to deal with the possibility that library co-ops will cease to exist due to State budget cuts. The first meeting was a fact-finding meeting. The next will be about money issues, and the third will address strategy scenarios.
- An email from Gretchen Couraud, Executive Director, MLA, was distributed addressing frustration regarding the State Budget and its affect on Libraries.
- The annual Volunteer (appreciation) Luncheon is Thursday, April 26 at 11:30am. Trustees are invited to attend this gracious event.

**7. Trustee reports** - Trustee Hickey commented on what a valuable service our Collection Agency is performing in getting books returned and fines collected. Director Thomas added that it is especially beneficial to have books returned and not have to spend money to purchase new replacement books for our collection.

**8. Committee reports**

8.1 Building Committee

(From Draft Minutes April 12, 2007 meeting)

- 3.2 Resolved by Trustee Mackie, seconded by Trustee to approve for payment McCarthy Smith Pay Application 11 (April 3) in the amount of \$72,991.27.  
AYES: 6                      NAYS: 0                      PASSED

- Architect Payment - Resolved by Trustee Anderson, seconded by Trustee Hickey to approve for payment April 9, 2007 Invoice for progress payment totaling \$1,893.38.  
AYES: 6                      NAYS: 0                      PASSED
- Resolved by Trustee Mackie, seconded by Trustee Anderson to approve funds not to exceed \$312,000 for McCarthy & Smith to execute Option 1 of Bulletin #12, dated March 7, 2007. (Option 1: furnish and install acoustical equipment retaining current HVAC units).  
AYES: 6                      NAYS: 0                      PASSED
- \*Resolved by Trustee Hickey, seconded by Trustee Mackie to pay for HVAC Acoustical Modifications, Option 1, funds to be taken from Fund Balance with details to be presented by the Building Committee at the May meeting. \*(See 10.2)  
AYES: 6                      NAYS: 0                      PASSED

**10. New Business**

10.1 - 2006 Audit (Presentation by David Williamson, Post, Smythe, Lutz & Ziel)\*  
See #5

10.2 - HVAC Acoustical Modifications (\*See Building Committee report)

**11. Adjourn** - Resolved by Trustee Mackie, seconded by Trustee Hickey to adjourn the meeting at 8:32 p.m.

AYES: 6                      NAYS: 0                      PASSED