

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, April 16, 2019**

1. Call to order and attendance – President Anderson called the meeting to order at 7:30 p.m.

PRESENT: Trustees Anderson, *George, **Khogali, Maguire, Morrison, Pappas

*Trustee George left at 8:20 pm

**Trustee Khogali arrived at 7: 35 pm

ABSENT: Trustee Harper

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

Resolved by Trustee Maguire; seconded by Trustee Pappas to approve the agenda.

AYES: 5

NAYS: 0

PASSED

3. (A) Approve adjusted minutes of March’s regular meeting –

- Minutes were adjusted to reflect a correction on page 2, Agenda Item #5. 5th bullet point should read “44 full-time equivalents”

Resolved by Trustee Maguire; seconded by Trustee Pappas to approve the adjusted Minutes of March’s regular meeting.

AYES: 5

NAYS: 0

PASSED

- (B) Approve Special Meeting held March 4, 2019

Resolved by Trustee Maguire; seconded by Trustee Pappas to approve the Minutes of March’s special meeting.

AYES: 5

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz requested to wait until Agenda Item #8.1 to make his comments according to Robert's Rules of Conduct

5. Financial report and list of March's bills –

- Director Souchock informed the Board that the Library has received its Personal Property Tax check in the amount of \$123,856. This is the amount the Library can generally expect to receive moving forward
- The insurance company has reimbursed the Library for its losses due to water damage to the frozen fire suppression pipes. Insulation has been installed along walls in man floor men's room. Director Souchock is also researching the status of the stand-alone heating unit, in the attic to keep the pipes warm, to determine if it can be added to the current generator in the event of a power outage
- A Township Tax Abatement passed, which means an increase in jobs for the community but short term tax loss
- The Library budgeted 98.5% and has received more than that so far in tax revenue

Resolved by Trustee Maguire; seconded by Trustee Khogali to accept the financial report.

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Maguire; seconded by Trustee Morrison to approve for payment check numbers 27908 through 28028 and March's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Librarians' Report –

- The Plymouth District Library was featured at the United Ways Annual meeting, which was attended by Director Souchock. Two years ago United Way funded a bus for the Salvation Army to bring kids to the Library. It was a great opportunity to introduce children to our library and show them what it has to offer
- Since the Library is considered a premier location in Plymouth, Doug Willett has offered to create a 360 degree 3D video of the Library, at no cost to the Library.
- American Creed kick-off on Saturday, on what it means to be an American, was a great success with approximately 40 people attending the event
- Last evening Carol Souchock and Susan Stoney hosted a table at the Annual Chamber Showcase at Inn at St. John focusing on the Library's apps and services provided
- On April 30th, the Chamber of Commerce has invited the Library to promote the Library's Reference USA at a monthly workshop
- Director Souchock invited the board members to attend the luncheon on May 29th at 11:30 am to honor the Library's volunteers

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee – No Meeting in March
- 7.2 Personnel Committee – No Meeting in March
- 7.3 Goals Committee – No Meeting in March

8. Old Business –

8.1 Emergency Lighting Update

- Director Souchock gave the board an update on the emergency lighting project. The work begins tomorrow. Director Souchock had previously asked for approval of up to \$60,500, which would give her the option to sign a contract with the lowest bidder and the second lowest bidder. The low bid worked out and the project's costs are expected to be approximately \$49,475. The project should take about a month to complete

- Mr. Vaz asked for a cost break down of the three emergency lighting fixtures in terms of labor and materials. President Anderson said this type of breakdown was not readily available but the per fixture cost was provided

8.2 Cleaning Costs Update

- Director Souchock went over all major cleaning costs associated with the Library
- The Library will put out a RFP for cleaning

9. New Business –

9.1 Review Facility Reserve and Fund Balance Designations

- Director Souchock went through the projected forecast of revenues and expenses for the next few years and what impacts may be expected

10. Adjourn –

Resolved by Trustee Maguire; seconded by Trustee Morrison to adjourn the meeting at 9:15 p.m.

AYES: 5

NAYS: 0

PASSED

Mary Maguire, Trustee