

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, December 17, 2019**

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

PRESENT: Trustees Anderson, George, Maguire, Pappas

ABSENT: Trustees Harper, Khogali, Morrison

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: 4

NAYS: 0

PASSED

3. Approve minutes of:

3.1 November 9, 2019's Special meeting –

- No quorum – Trustee Pappas was not at this meeting. Trustees attending the meeting were Anderson, George, Harper, Khogali, Magurie, Morrison but only Trustees Anderson and George are at current meeting

3.2 November 19, 2019 Regular meeting -

Resolved by Trustee Maguire, seconded by Trustee Pappas to approve the Minutes of November 19, 2019's regular meeting.

AYES: 4

NAYS: 0

PASSED

4. Public comment – None

## 5. Financial report and list of November's bills –

- The Friends of the Library supported the Summer Reading Program this year in the amount of \$11,000
- Numerous elevator repairs, not part of the service contract, will require an internal budget adjustment
- Director Souchock has begun working on replacing the 20 year old internal key fob system. Initial figures are much higher than expected. The Director will get the costs to complete the job over a period of years as well as at one time. Completing the main level is our first priority
- The plumbing part of the irrigation project has been completed
- Trustee Anderson asked about the State Appropriation funds. Director Souchock said the second payment will arrive soon
- Community Foundation of Southeast Michigan's second draw has come in
- The Library received its first deposit from the Plymouth Township of approximately \$350,000, designated for 2020

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

AYES: 4

NAYS: 0

PASSED

Resolved by Trustee Maguire; seconded by Trustee Pappas to approve for payment check numbers 28714 through 28791 and November's payroll and retirement transfers and monthly interest notices.

AYES: 4

NAYS: 0

PASSED

## 6. Librarians' Report –

- The Dunning Grant for \$48,000 this year was used to digitize the local newspapers. Due to slow downs by the vendor, Graphic Science, the project will not be completed this year. The Dunning Foundation has approved an extension
- Director Souchock is creating an ask list for the 2020 Dunning Grant funds. Some options are new windows, assistance with the new fob system, or new elevators. Director Souchock needs to clarify if a large ask now would result in a smaller grant later. She does not want to negatively impact future donations
- One of the new humidifiers has been shut off due to a water leak. This is being addressed with the assistance of McCarthy and Smith. The equipment is still under warranty

- Some of the board members are up for reelection in 2020. Director Souchock passed out 2020 Election Date pamphlets to assist those board members up for reelection
- Creative Lab classes are almost all sold out and additional classes are being scheduled
- This year, Miracle League, will be sponsoring several blocks of ice for a sensory-friendly ice sculpture on the Library's property and co-hosting an Ice Festival event with the Library

6.1 Trustee Reports – None

7. Committee Reports

- 7.1 Building Committee – No November Meeting
- 7.2 Personnel Committee - No November Meeting
- 7.3 Personnel Committee – December 17 Meeting
  - See Agenda Item # 9.4 for comments
- 7.4 Goals Committee - No November Meeting
- 7.5 Finance Committee - No November Meeting
- 7.6 VEBA Committee - No November Meeting

8. Old Business – None

8.1

9. New Business –

9.1 2020 Library Closings

Resolved by Trustee Maguire, seconded by Trustee Pappas, to approve the proposed list of Library Closings for 2020 and New Year's Day, Friday, January 01, 2021

AYES: 4

NAYS: 0

PASSED

9.2 2020 Blanket Purchase Orders

Resolved by Trustee Maguire, seconded by Trustee Pappas, to approve the proposed list of Blanket Purchase Orders for fiscal year 2020

AYES: 4

NAYS: 0

PASSED

9.3 2020 Library Board Regular Meeting Dates

Resolved by Trustee Maguire, seconded by Trustee Pappas, to establish the calendar of 2020 Regular Library Board Meetings and 2021 Annual Meeting on the third Tuesday of each month at 7:30 p.m.

AYES: 4

NAYS: 0

PASSED

9.4 Dental Insurance Proposal for 2020

- The Personnel Committee has recommended remaining with the current provider's dental plan for 2020. Employees will pick up the additional costs

Resolved by Trustee Maguire, seconded by Trustee Pappas, to approve the renewal of the 2020 Dental Plan with the increase in cost going to the employees

AYES: 4

NAYS: 0

PASSED

10. Adjourn –

Resolved by Trustee Maguire; seconded by Trustee Pappas to adjourn the meeting at 8:02 p.m.

AYES: 4

NAYS: 0

PASSED

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Michael Pappas, Treasurer