

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, November 19, 2019**

1. Call to order and attendance – President Anderson called the meeting to order at 7:34 p.m.

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

*Trustee Harper arrived at 7:45 pm

ABSENT: None

ALSO PRESENT: Carol Souchock, Director, Robyn Lowenstein, Business and Human Resource Administrator

PUBLIC: Mr. Vaz – Plymouth, MI
Mr. Lewis – Plymouth, MI
Mr. Peter Dews – Plymouth, MI

2. Approve agenda –
 - Director Souchock added Agenda Item 7.5, VEBA Committee meeting held on November 4, 2019, to the agenda

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the agenda as amended

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of October's regular meeting -

Resolved by Trustee Maguire; seconded by Trustee Khogali to approve the Minutes of October's regular meeting.

AYES: 6

NAYS: 0

PASSED

4. Public comment – None

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

- Director Souchock mentioned Penal Fines for this year came in much lower than expected. The judges may be channeling the funds more toward the courts and less toward libraries due to changes in how the fines are categorized. Trustee Khogali asked what this means for 2019's budget. Director Souchock stated revenue will come in lower by \$45,000 but will be offset by the PPT revenue of \$200,000
- Director Souchock stated some of the large project costs included in 2019's budget will be coming in soon. These projects include the security fob updates and replacing the large fixtures located at the top of the stairs

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 Khogali to approve for payment check numbers 28633 through 28732 and October's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Librarians' Report –

- The Maker Table, funded by the Plymouth Colonial Club, has arrived and is located in the Teen Area. Plymouth Colonial Kiwanis Club has been funding most of the new furniture and technology in the Teen Area for the past five years
- The Michigan Enhancement Grant, funded through the State of Michigan's Economic Development Corp., purchased all computers and software for the Computer Lab. Network Infrastructure upgrades were also funded by this grant. There was a need for the upgrade to support students at local high schools, the College for Creative Studies, entrepreneurs, and small businesses

- The Library's Creative Open House event will be held this Saturday from 11 – 2. Director Souchock passed out a press release that was sent out last week promoting the event. There will be Photoshop demonstrations headed by Jessica, a former Page at the Library and a graduate of the College for Creative Studies. Trustee Harper asked if old videos and cassettes could be converted onto flash drives. Director Souchock said the system is capable of doing this but would require the players. It may be something to pursue in the future
- The Director is working on an article to be placed in the December newsletter focusing on how the Library is financed and informing patrons about previous mileages
- December 9th was set for the next Personnel meeting
- Someone ran over one of the handicapped signs in the parking lot. The Library will be filing an insurance claim due to the expected high costs of repairs
- The movie, "Plymouth, Michigan: A Rich History", a documentary, is currently playing at Penn Theatre. At least three of the Library's employees' names are given in the film's credits

6.1 Trustee Reports - None

7. Committee Reports

7.1 Building Committee - No October Meeting

7.2 Personnel Committee – Meeting held October 15, 2019

- Trustee Harper said they talked about the pay structure
- Trustee Harper spoke about the history of how benefits have been set up; how the Library has been offering premium salaries to attract good people and if that trend should be continued given the Library's financial constraints
- Director Souchock shared information about the MERS conference she attended, as did Trustee Maguire. Trustee Harper said about 64% of municipalities represented in MERS have their employees contribute something to their MERS retirement. At the next meeting, MERS will give its input regarding MERS plans for other libraries. The Detroit Suburban Round Table, which is comprised of Library Directors from the Southeast Michigan area, survey results will be made available

7.3 Goals Committee – No October Meeting

7.4 Finance Committee – No October Meeting

7.5 VEBA Committee – Meeting held November 4, 2019

- Director Souchock stated the Library has asked for a new investment representative, who has VEBA experience. The Library needs someone who will customize investments to best meet the Library's financial needs

8. Old Business –

8.1 Irrigation Updates – Plumbing

- The challenges of separating the Library's irrigation system from the City of Plymouth's were previously discussed. Since the City of Plymouth does not currently have any plans to resolve the issue long term, the Board has instructed Director Souchock to move forward with getting proposals to isolate the Library's system from the City of Plymouth's.
- There are two parts to the solution. The first part is the plumbing upgrades, which would take place this December 2019. The second part, taking place in 2020, is the irrigation part
- Director Souchock went over the logistics of upgrading the plumbing system. The Library received three (3) proposals – Horton, Genson's, and Danbosie. Genson's was the low bid

Resolved by Trustee Maguire, seconded by Trustee Harper, to approve the upgrading of our irrigation plumbing for \$9,000 and the associated budget adjustment of \$9,000

ROLL CALL:

AYES: Trustees Anderson, George, Harper, Khogali, Maguire, Morrison, Pappas 7

NAYS: 0

ABSENT: 0

RESOLUTION DECLARED: PASSED

8.2 Library Finances – No discussion needed at this time

9. New Business –

9.1 Approve 2020 Library Operating Budget

- Director Souchock went over the budget changes for 2020, which are highlighted in red

Resolved by Trustee Harper, seconded by Trustee Morrison, to approve the Proposed 2020 Operating Budget at a total of \$3,931,605

ROLL CALL:

AYES: Trustees Anderson, George, Harper, Khogali, Maguire, Morrison, Pappas 7
NAYS: 0
ABSENT: 0

RESOLUTION DECLARED: PASSED

9.2 MERS and VEBA Actuarial Reports

- Director Souchock stated these reports were utilized in the budget process and the figures have all been gone over by various committees. However, not all members of the board may have had access to the reports, so they are being presented now for their benefit
- The VEBA Committee wants the actuary from Watkins & Ross to speak to them. That will be set up in the first of the year

10. Adjourn –

Resolved by Trustee Maguire; seconded by Trustee Morrison to adjourn the meeting at 9:00 p.m.

AYES: 7

NAYS: 0

PASSED

Jacqueline George, Secretary