

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, October 15, 2019
Public Hearing of 2020 Budget & Millage and Regular Meeting**

1. Call to order and attendance - President Anderson called the Public Hearing of the 2020 Proposed Budget & Millage to order at 7:31 p.m.

Resolved by Trustee Khogali, seconded by Trustee Maguire to approve the Proposed 2020 Operating Budget for purpose of discussion and public hearing at a total of \$3,931,605

AYES: 6

NAYS: 0

PASSED

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

*Trustee Morrison arrived at 7:34 pm

ABSENT: None

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

PUBLIC: Mr. Vaz – Plymouth, MI

Mr. Doug Lewis – Plymouth, MI

Mr. Eric Lloyd – Serene Surroundings, Plymouth, MI

PUBLIC COMMENTS:

- Mr. Vaz distributed his comments to the board addressing the 2020 Budget & Millage proposal. Mr. Vaz's handout is available in the Library's copy of the October 2019 Board packet. Please request assistance from Administrative staff for access

2020 Budget Overview:

- Director Souchock went over projected 2020 Revenues and Expenditures. Expenditures for 2020 do not include replacement of windows; pilot window repairs/replacement; or the irrigation project to disengage the Library's water system from City Hall's system
- The materials budget will be reduced for 2020 but the e-resources budget will not be impacted due to high demand by patrons. 2019 budget reductions have allowed the Library to come in under \$4,000,000 for the year 2019

President Anderson closed the Public Hearing of 2020's Proposed Budget & Millage at 8:00 pm

Resolved by Trustee Khogali, seconded by Trustee Maguire to close the Proposed 2020 Budget & Millage hearing

AYES: 7

NAYS: 0

PASSED

2. Call to order and attendance – President Anderson called to order the Regular Meeting at 8:01 pm

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

ABSENT: None

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

PUBLIC: Mr. Vaz – Plymouth, MI

Mr. Doug Lewis – Plymouth, MI

Mr. Eric Lloyd – Serene Surroundings, Plymouth, MI

3. Approve agenda –

Resolved by Trustee Harper; seconded by Trustee Morrison to approve the agenda.

AYES: 7

NAYS: 0

PASSED

4. Approve minutes of:

4.1. September 17, 2019's regular meeting –

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the Minutes of September's regular meeting

AYES: 7 NAYS: 0 PASSED

4.2. September 28, 2019's Special Work Study Meeting

- Mr. Vaz noted the year is incorrect on the minutes. The year has been corrected from 2018 to 2019

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the adjusted Minutes of September's Special Work Study meeting

AYES: 7 NAYS: 0 PASSED

4.3. September 30, 2019's Joint Meeting with Finance Committee

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the Minutes of September's Joint meeting with Finance Committee

AYES: 7 NAYS: 0 PASSED

5. Public comment –

- Mr. Vaz distributed his comments to the board addressing the emergency lighting upgrades and other topics. Mr. Vaz's handout is available in the Library's copy of the October 2019 Board packet. Please request assistance from Administrative staff for access
- Mr. Lewis suggested some alternative ways to fix the current window issues

6. Financial report and list of September's bills –

- Director Souchock is working with the electrical engineer at Peter Basso Associates to determine which LED fixtures should be purchased to replace the two large fixtures hanging above the main stairs
- Kiwanis Club of Plymouth has put out an ask to the Library. Director Souchock and Susan Stoney has proved them with a 'wish list' of teen items

Resolved by Trustee Harper; seconded by Trustee Morrison to accept the financial report.

AYES: 7

NAYS: 0

PASSED

Resolved by Trustee Harper; seconded by Trustee Pappas to approve for payment check numbers 28538 through 28632 & check number 127769 and September's payroll and retirement transfers and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

7. Librarians' Report –

- The Star Wars program, held the past Saturday, had over 260 participants
- The Library will be hosting an event on October 26, 2019 to thank our Friends and Friends' Book Sale Volunteers
- Carol Champagne, Youth Services Librarian, will be retiring as of the middle of December, after 22 years of service at the Plymouth District Library
- Two bikes were stolen outside of the Library. The culprit has been apprehended and will be charged

7.1 Trustee Reports - None

8. Committee Reports

8.1 Building Committee – No meeting in September

8.2 Personnel Committee – Meeting held on October 15, 2019

- Trustee Harper said the Committee has confirmed that funds are available in the budget for merit raises this year and next year without budget adjustments. However, the budget does not allow for any general overall increases due to funding constraints. Changes to retirement and healthcare benefits are being considered

8.3 Goals Committee – No meeting in September

8.4 Finance Committee – Meeting held September 30, 2019

- The Finance Committee meeting invited additional members of the board to attend because the topic of finance is so important to the Library. With the addition of the added members, the meeting became a "Special Board" meeting

9. Old Business –

9.1 Irrigation System

- Eric Lloyd from Serene Landscape Group went over his company's proposal for separating the Library's water system from City Hall's water system. During the separation, new valves will be added resulting in a 30 – 40% increase in efficiency, which will reduce the Library's water bill. The landscaped island near our parking lot entrance, which will have water cut off, will be hand watered, at no cost to the Library, by the DDA
- Director Souchock said she will be getting more proposals before the Library makes a commitment to one vendor

9.2 State Appropriation/Lab Project

- Director Souchock stated the Library was fortunate that the State made an appropriation to the Library of \$96,000. \$48,000 was given to the Library last year and \$48,000 will be given this year at the end of the Lab upgrade. Most of the technology purchases are being made this year. Director Souchock is seeking the approval of the Board to move some of the funds the Library received last year, that are now in the savings, into this year's by making a budget adjustment

Resolved by Trustee Harper, seconded by Trustee Morrison to approve the purchase of computers and monitors from CDWG for \$70,267 and the associated Budget adjustment of \$22,267

ROLL CALL:

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

NAYS: 0

ABSENT: 0

RESOLUTION DECLARED: PASSED

10. New Business –

10.1 Approve 2020 Library Operating Budget

- Director Souchock went over the figures for 2020's budget
- Prior to approving the 2020 Budget, the Board would like Director Souchock to see if funds are available in 2020 for the irrigation system and in the 2019 Budget for the plumbing expenditures needed to separate the Library's water system from City Hall's water system

11. Adjourn –

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

AYES: 7

NAYS: 0

PASSED

Jacqueline George, Secretary