

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, February 18, 2020**

1. Call to order and attendance – President Anderson called the meeting to order at 7:32 p.m.

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

ABSENT: Trustee Harper, Trustee Maguire

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator, Melanie Bell, Head of IT

PUBLIC: None

2. Approve agenda –

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

AYES: 5

NAYS: 0

PASSED

3. Approve minutes of January's Annual meeting -

Resolved by Trustee Pappas; seconded by Trustee Khogali to approve the Minutes of January's Annual meeting.

AYES: 5

NAYS: 0

PASSED

4. Public comment – None

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

- There will be budget adjustments, since some items paid in 2020 were designated for 2019's budget
- The Library is anticipating additional expenses related to one of its humidifiers and duct work adjustments.

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

AYES: 5

NAYS: 0

PASSED

Resolved by Trustee Pappas; seconded by Trustee Khogali to approve for payment check numbers 28899 through 29007 and January's payroll and retirement transfers and monthly interest notices.

AYES: 5

NAYS: 0

PASSED

6. Librarians' Report –

- The Library's Auditor created a millage analysis for the Library. Director Souchock shared the information with the Board. The previous analysis, completed two years ago, showed the cost for a potential Headlee Override was \$25 per household for the City and \$26 per household for the Township. The revised version cost is \$27 per household for both the City and the Township. There was a discussion on language for a potential Headlee Override. The Library's attorney has said there will not be a need to include language about a DDA (Downtown Development Authority) draw however, language would be required to address Brownfield draws.
- The Library will be playing an educational role in the 2020 Census by offering classes and assistance to those who are in need of filling out the census form online
- AARP tax sessions have sold out
- The Library hired a new part-time librarian and will be hiring a full-time Youth and Teen Services Coordinator. There were approximately 20 applicants that met the Library's criteria for the Youth and Teen Coordinator position and the Library anticipates the new hire will start in March.

6.1 Trustee Reports

7. Committee Reports

- 7.1 Building Committee – No February Meeting
- 7.2 Personnel Committee - No February Meeting
- 7.3 Goals Committee - No February Meeting
- 7.4 Finance Committee - No February Meeting
- 7.5 VEBA Committee - No February Meeting

8. Old Business – none

9. New Business –

9.1 Public and Staff Computers

- Melanie Bell, Head of IT, sent out bid requests to vendors and researched pricing online. CDWG was selected for these purchases. CDWG was awarded the Michigan Master Computing Program Contract which allows them to provide equipment at a vary competitive price.

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve the purchase of 50 computers and 22 monitors from CDWG at a cost of \$22,400.74

Roll Call:

AYES: Trustees Anderson, Khogali, Maguire, Morrison, Pappas	5
NAYS:	0
ABSENT: Trustee Harper, Trustee Maguire	2

RESOLUTION: PASSED

9.2 CES Overview

- Melanie Bell, Head of IT, gave a presentation highlighting AI ideas and concepts presented at the convention with a focus on ideas that the Library may use in the future. Some concepts the Library will be developing include operating programs on smart devices for protecting patrons' privacy in their homes; expanding the Adobe classes; interacting with new car's audio and phone devices

9.3 MCACA Grant Approval

- Dana Bussard, a youth librarian, submitted a request for a minigrant from MCACA to support Summer Reading Program activities with the Library providing matching funds. The State requires that our board approve grant applications.

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve the Michigan Council for Arts and Cultural Affairs minigrant application for \$2,244.00

AYES: 5

NAYS: 0

PASSED

10. Adjourn –

Resolved by Trustee Khogali; seconded by Trustee Pappas to adjourn the meeting at 8:30 p.m.

AYES: 5

NAYS: 0

PASSED

Jaqueline George, Secretary