

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, January 21, 2020**

1. Call to order and attendance – President Anderson called the meeting to order at 7:33 p.m.

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

ABSENT: Trustee George, Trustee Harper

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator, Holly Hibner, Adult & Teen Services Coordinator, Katie Page, Technical Services Coordinator, Mary Kelly, Digital Services & Emerging Technology Librarian, Susan Stoney, Community Relations Specialist, Melanie Bell, Head of IT, Lauren Baker, Youth Services Librarian

PUBLIC: Mr. Vaz – Plymouth, MI  
Mrs. Mincher, Friends of the Library, Plymouth, MI

2. Election of Officers

#### Election of Officers

Library By-Laws call for election of officers at the January meeting. The current officers are: President Anderson, Vice-President Harper, Treasurer Pappas, and Secretary George. All have served a single one-year term in office and, under Board by-laws, are eligible to serve a second one-year term in the same office.

- A motion was presented by Trustee Anderson for Trustee Khogali to assume the position of Vice President

Resolved by Trustee Anderson, seconded by Trustee Pappas to accept Trustee Khogali as Vice President and for all other officers to keep their respective positions for year 2020

AYES: 5

NAYS: 0

PASSED

The Officers for 2020 are:

President – Anderson  
Vice President – Khogali  
Treasurer – Pappas  
Secretary – George

3. Approve agenda –

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

AYES: 5

NAYS: 0

PASSED

4. Approve minutes of :

4.1 November 9, 2019's special meeting

Resolved by Trustee Khogali; seconded by Trustee Maguire to approve the Minutes of November 9, 2019's special meeting.

- Trustee Pappas abstained since he did not attend this meeting

AYES: 4

NAYS: 0

PASSED

4.2 December 17, 2019's regular meeting

Resolved by Trustee Pappas; seconded by Trustee Maguire to approve the Minutes of December 17<sup>th</sup>'s regular meeting.

AYES: 5

NAYS: 0

PASSED

10.1 Librarians' Annual Reports for 2019

- The Library Staff gave an overall synopsis of their annual reports. A copy of the Annual Reports can be found on the Upper Level

5. Public comment – None

6. Financial report and list of December's bills –
- Director Souchock stated figures will be adjusted once the audit for 2019 is complete. These are not the final figures
  - Trustee Anderson asked when the board will review the audit. Robyn Lowenstein said the audit will be presented to the board in April

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

AYES:5

NAYS: 0

PASSED

Resolved by Trustee Maguire; seconded by Trustee Khogali approve for payment check numbers 28792 through 28898 and December's payroll and retirement transfers and monthly interest notices.

AYES: 5

NAYS: 0

PASSED

7. Librarians' Report –
- Director Souchock passed out information flyers about the Library's new service, mobile printing that kicked off yesterday, January 20, 2020
  - Dana Bussard, Librarian, submitted a grant request of \$1,100 to MCAA to bring an interactive puppet performance to the Library during summer reading
  - The Township advised the Library that the Michigan International Technology Center has proposed plans in the Plymouth area, which will impact Library revenue
  - The National Society of the Sons of the American Revolution gave the Library a certificate to recognize the Library's patriotism and the display of the flag

7.1 Trustee Reports - None

## 8. Committee Reports

8.1 Building Committee – No December Meeting

8.2 Personnel Committee – January 20, 2020 Meeting

- Trustee Pappas stated the committee reaffirmed that the pay scales are in alignment with the Library's Merces compensation plan

8.3 Goals Committee - No December Meeting

8.4 Finance Committee - No December Meeting

8.5 VEBA Committee – January 13, 2020 Meeting

- Trustee Pappas said the committee is satisfied with the current VEBA. There may be some changes occurring in the near future

9. Old Business –

9.1 Windows 10 Upgrades Self-Check Computers

- Bibliotheca had been scheduled to upgrade the Library’s self-check-out computers and catalogs in 2019. However, with so many customers around the world that need upgrading, the Library’s upgrades were pushed into 2020. The cost to upgrade was part of 2019’s budget, not 2020’s budget. Director Souchock is seeking to move the funds into the 2020 budget

Resolved by Trustee Pappas, seconded by Trustee Khogali, to approve the Windows 10 Upgrades and proposed 2020 Budget Adjustment of \$6,039.

Roll Call:

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

RESOLUTION: PASSED

10. New Business –

10.1 Librarians’ Annual Reports for 2019 – see above for comments

10.2 Committee Assignments and Check Signers

- For the months of September through December Trustee Khogali was replaced by Trustee Anderson as a check signer

10.3 VEBA Transfer

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve a contribution to the PDL VEBA of \$62,723.00, to be charged to 2020 Operating Budget 'VEBA Contribution'

AYES: 5

NAYS: 0

PASSED

10.4 Accept Gifts July – December, 2019

Resolved by Trustee Pappas, seconded by Trustee Maguire, to accept gifts received by the Plymouth District Library from July 1, 2019 through December 31, 2019. Totaling: \$25,778.29

AYES: 5

NAYS: 0

PASSED

11. Adjourn –

Resolved by Trustee Maguire; seconded by Trustee Pappas to adjourn the meeting at 9:18 p.m.

AYES: 5

NAYS: 0

PASSED

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Michael Pappas, Treasurer