

**Plymouth District Library Board
Dunning-Hough Library
Tuesday July 21, 2020, 7:30 p.m.
Online Meeting Using Zoom and Conference Call**

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; Katie Page, Technical Services Coordinator; Holly Hibner, Adult Coordinator; Lauren Baker, Youth and Teen Coordinator; Susan Stoney, Community Relations Specialist

PUBLIC: Jean Walsh, Plymouth, Mi

PRESENT: Others may have been present but were not identified

2. Approve agenda –

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

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas 5

NAYS:
0

ABSENT: 2

RESOLUTION PASSED

3. Approve adjusted minutes of June's regular meeting -

- Director Souchock asked to change the wording in June's #9.3 '2020 Employee Health Insurance Renewal' to state:

"Staff have agreed to remain with the current Employee Health Insurance Plan. The premium increase of 6.68% will be paid for by the employee"

Resolved by Trustee Pappas; seconded by Trustee Morrison to approve the adjusted Minutes of June's regular meeting

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas 5

NAYS:
0

ABSENT: 2

RESOLUTION PASSED

4. Public Comment –

- Jean Walsh introduced herself as a candidate for one of the board positions up for reelection

5. Financial Report–

- Revenue from State Aid includes the first of two checks the Library normally receives. Due to COVID-19's financial impact on State of Michigan, the Library may not receive its second check. This would reflect a \$15,000 revenue loss to the Library if the second check is not received
- Due to the COVID-19 pandemic, some expenses are down but costs for supplies, janitorial, facility maintenance, and legal fees have increased
- The Dunning Foundation has donated \$50,000 to the Library to help offset the costs of the HVAC project

- The Library has focused on buying products from local businesses whenever possible
- Audit budget adjustments will be reflected in next month's financials

Resolved by Trustee Khogali; seconded by Trustee George to accept the financial report

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas 5

NAYS:
0

ABSENT: 2

RESOLUTION PASSED

Resolved by Trustee Khogali, seconded by Trustee Morrison to approve for payment check numbers 29243 through 29289 and June's payroll and retirement transfers and monthly interest notices

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas 5

NAYS:
0

ABSENT: 2

RESOLUTION PASSED

6. Librarians' Reports –

- These reports will be included in 8.1's "Current Library Services Update"

6.1 Trustee Reports - None

7. Committee Reports – There were no committee meetings this month

8. Old Business –

8.1. Current Library Services Update

- Katie Page, Technical Services Coordinator, give the board a synopsis of our curb side services. Everything is operating smoothly. The Library began with 700 new holds, then added 2,800 more. Of the 3,500 holds all but 1,000 have been pulled and are ready for patron pick up. The service is being well received, smoothly executed by staff, and much appreciated by the patrons
- Katie Page predicts that when the Library opens to the public on July 29, 2020, and more staff are allowed to work in the building, patrons' wait time for holds will decrease
- The staff is currently busy answering patrons' phone calls and emailing patrons when their hold requests are available for pick up. Chat services with patrons will begin shortly

8.2 Library Reopening Plan and Impact of MI Safe Start Plan

- Masks will be required by all inside the building
- Michigan Department of Civil Rights Directive states it is not a violation of the ADA to require everyone to wear masks. Reasonable accommodations will be made for those who, medically, are not able to wear masks. One thought is to provide those who can not wear a mask, with a plastic shield
- The main level of the Library will be reopening to the public on Wednesday, July 29, 2020. The City of Plymouth Fire Inspector completed his occupancy analysis. Building occupancy limitations per state and local regulations are allowing no more than 33 people on the main floor of the Library at one time. This figure includes staff
- Director Souchock said she will be greeting patrons as they enter the building when it reopens on Wednesday, July 29, 2020 to ensure that occupancy limits and mask use are followed

- Book drop will be operational once again with curbside service moving to the handicapped area
- Signage will be created to encourage patrons to move quickly through the Library to take care of their library needs and exiting so others may enter
- Restrooms will be open to the public when the Library reopens
- Melanie Bell, Head of IT, informed the board members that the computers have been moved from the upper level to the main level to accommodate those in need of them. There will be a one hour time limit for the use of these computers
- Outstanding materials will be accepted back into the Library beginning Monday, July 27th, through the Book Drop. As these materials are returned to the Library, they will be quarantined for 96 hours before being placed back on the shelves
- The Friends of the Library will be accepting donations beginning August 1, 2020 with its captain returning to the Library after the reopening on July 29, 2020 to assist. Donations must also be quarantined for 96 hours
- Lauren Baker, Youth and Teen Coordinator, has coordinated the creation of book bags for the Library's young patrons. They are 'Grab N' Go' bags with 5 - 7 books in each bag, each focusing on a specific theme

8.3. Library Staff Wages

- Discussion was held on status of staff wages

Resolved by Trustee Khogali, seconded by Trustee Pappas, to approve Staff regular wages except for Pages and Clerks going forward while the library building is open

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas

5

NAYS:

0

ABSENT:

2

RESOLUTION PASSED

Resolved by Trustee Khogali, seconded by Trustee Pappas, to approve regular wages for Pages and Clerks for hours worked going forward

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas 5

NAYS:
0

ABSENT: 2

RESOLUTION PASSED

8.4. HVAC Project Update

- The HVAC project duct work upgrades have been satisfactorily completed
- In the process of reviewing the completed work, the Fire Department discovered that some of the fire suppression work completed in 2009 needed to be brought up to code. The Library is seeking new light fixtures to conform to the new codes and moving the fire suppressors in that area to conform to code

9. New Business

9.1. MERS Delegates for Annual Meeting and 2019 Actuarial

Resolved by Trustee Khogali, seconded by Trustee Pappas, to approve Director Carol Souchock as the Officer Delegate for the 2020 MERS Annual Conference

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas 5

NAYS:
0

ABSENT: 2

RESOLUTION PASSED

9.2. Set Calendar for 2020 Budget Update and 2021 Budget

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve the proposed schedule for consideration of the 2021 Library Operating Budget, including Public Postings as required by law and to set a Public Meeting to review our current 2020 Budget

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas 5

NAYS:
0

ABSENT: 2

RESOLUTION PASSED

10. Adjourn

Resolved by Trustee Morrison; seconded by Trustee Pappas to adjourn the meeting at 9:21 p.m.

Roll Call

AYES: Anderson, George, Khogali, Morrison, Pappas 5

NAYS:
0

ABSENT: 2

RESOLUTION PASSED