

**Plymouth District Library Board  
Regular Board Meeting  
Tuesday, November 17, 2020**

**Online Meeting Using Zoom**

1. Attendance and call to order –

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

- \*Trustee Maguire entered the meeting at 7:38 pm

ABSENT: None

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

PUBLIC: Mr. Vaz – Plymouth, MI

Mrs. Jean Walsh – Plymouth, MI

Others may have been present but did not identify themselves

President Anderson called the regular meeting to order at 7:34 pm

Resolved by Trustee Morrison, seconded by Trustee Harper to approve calling the meeting to order

Roll call:

AYES: Trustees Anderson, George, Harper, Khogali, Morrison, Pappas 6

ABSENT: Trustees Maguire 1

NAYS: 0

RESOLUTION PASSED

2. Approve agenda –

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

Roll call:

AYES: Trustees Anderson, George, Harper, Khogali, Morrison, Pappas 6

ABSENT: Trustees Maguire 1

NAYS: 0

RESOLUTION PASSED

3. Approve minutes of October's meeting -

Resolved by Trustee Pappas; seconded by Trustee George to approve the Minutes of October 20<sup>th</sup>'s regular meeting.

Roll call:

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

ABSENT: Trustees Maguire 1

ABSTAINED: Trustee Harper 1

NAYS: 0

RESOLUTION PASSED

- Trustee Harper abstained since he did not attend the October 20<sup>th</sup> meeting
- Trustee Maguire entered the meeting after the October 20<sup>th</sup> minutes were approved

4. Public comment –

- Mr. Vaz shared his comments on library staff compensation and provided a handout of these comments to the Board. Mr. Vaz's handout is available in the Library's copy of the November 2020 Board packet. Please request assistance from Administrative staff for access

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

- The Friends of the Library have generously agreed to support the thermal imaging project by donating \$5,000.
- The Library received its Revenue Penal Fines payment in the amount of \$22,730.18. This payment came in way under the anticipated amount of \$75,000, making it the lowest penal fine allocation the library has received in many years
- During the Library’s annual preventive maintenance, two new HVAC issues were discovered. Both projects will be paid for using funds currently available in the 2020 budget
- Salaries are currently at 78% and will come in lower than last year’s budget since not all vacant positions will be filled as was originally planned for in the budget
- Trustee Anderson asked what the Fund Balance will be at end of year, given COVID-19’s extra PPE expenses and the HVAC project. Director Souchock stated that the last year’s balance was \$3.2 million and that we cannot determine the true 2020 year end fund balance until all revenue and expenses are determined. She is projecting that given the draw needed for the 2020 HVAC project a rough fund balance estimate for 2020 is \$2.7 million. Exact figures will be determined during the audit process and our audit will be presented at the April 2021board meeting.

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

Roll call:

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

ABSENT: 0

NAYS: 0

RESOLUTION PASSED

Resolved by Trustee Khogali; seconded by Trustee Maguire to approve for payment check numbers 29458 through 29534 and October’s payroll and retirement transfers and monthly interest notices.

Roll call:

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

ABSENT: 0

NAYS: 0

RESOLUTION PASSED

6. Librarians' Report –

- Circulation has increased with a high demand for books and other materials
- Virtual programs continue to be very popular among all age groups. The Library's Facebook account and You Tube channels are very popular and allow patrons to view the programs multiple times
- The beautiful photos in the Librarians' Reports are the result of donated drone photography
- Trustee Anderson asked how many curbside pickup appointments are generally scheduled per day while the library is open. Katie Page said patrons are scheduling 5 to 25 appointments per day

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee – No November Meeting
- 7.2 Personnel Committee – No November Meeting
- 7.3 Goals Committee - No November Meeting
- 7.4 Finance Committee - No November Meeting
- 7.5 VEBA Committee – Met November 2, 2020
  - The Committee reviewed the retiree health care benefit plan actual vs target allocations. The Committee meets on a quarterly basis to review these benefits

8. Old Business –

- 8.1 COVID Update
  - Contact tracing is working with the Library following all of the CDC guidelines
  - The virus is impacting the number of staff available for work in the building
  - The Library will be closing its doors to the public after 5 pm on Saturday, November 21, 2020 to help flatten COVID-19 curve and for the protection of the public and staff.
  - The Library will go back to Stage 3, offering Curbside Service beginning on Monday, November 23, 2020. Hours of operation will be Monday – Thursday from 12 pm to 7 pm and Friday/Saturday from 10 am to 5 pm. Per board direction the Library will: remain at Stage 3 until it is deemed safe to return to Stage 4 and reopen to public in-building access, will pay regular staff wages and compensate staff missing work due to COVID-19 through January 3, 2021.

- Patrons will have access to the entrance area in the vestibule for much needed computer and printer services. These services will be provided 'contactless' to promote the health and safety of everyone
- Trustee Harper asked if the Library should close on Wednesday this week instead of Saturday. Director Souchock and other board members felt it was important to give patrons extra time to gather materials prior to the building closing

8.2 HVAC Update

- Director Souchock is requesting Board approval of 'not to exceed costs' in order to move forward with the three outstanding projects left to finish this year in reference to the Library's HVAC systems

Resolved by Trustee Harper; seconded by Trustee Pappas to approve these HVAC purchases at a cost not to exceed \$27,500 and give the Director permission to award these projects

Roll call:

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

ABSENT: 0

NAYS: 0

RESOLUTION PASSED

8.3 2021 Budget Update & VEBA

- Director Souchock informed the Board that VEBA contributions will not be necessary in the year 2021 due to the VEBA's actuarial report recommendation

9. New Business –

9.1 MERCES Report

- A salary market analysis is conducted every two to three years. Recommendation that staff receive a premium increase to compete with salary market prices effective January 1, 2021

Resolved by Trustee Pappas; seconded by Trustee Khogali to approve the MERCES pay structure review with premium staff increases effective January 1, 2021

Roll call:

AYES: Trustees Anderson, George, Harper, Khogali, Morrison, Pappas 6

ABSENT: Trustee Maguire 1

NAYS: 0

RESOLUTION PASSED

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Harper to adjourn the meeting at 9:10 p.m.

Roll call:

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

ABSENT: 0

NAYS: 0

RESOLUTION PASSED

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Jacqueline George, Secretary