

**Plymouth District Library Board  
Public Hearing on the 2021 Proposed Library Budget and  
Regular Meeting  
Tuesday, October 20, 2020  
Online Meeting Using Zoom**

The Public Hearing on the 2021 proposed library budget was called to order at 7:32 pm by President Anderson

Resolved by Trustee Pappas, seconded by Trustee Khogali to open the Public Hearing meeting

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

1. Attendance

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

ABSENT: Trustee Harper

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

PUBLIC: Mr. Vaz – Plymouth, MI

Others may have been present but did not identify themselves

2. Approve Agenda

Resolved by Trustee Maguire, seconded by Trustee Pappas to approve the agenda

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

3. Public Comment –

- Mr. Vaz complimented Trustee Pappas for his budget balancing suggestions

4. Adjourn

Resolved by Trustee Maguire, seconded by Trustee Pappas to adjourn the Public Hearing on the 2021 proposed library budget

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

The Regular Library Board meeting was called to order at 7:37 pm by President Anderson

Resolved by Trustee Maguire, seconded by Trustee Pappas to open the Regular library board meeting

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

1. Attendance –

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

ABSENT: Trustee Harper

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

Adult Services Coordinator; Lauren Baker, Youth and Teen Services Coordinator, Melanie Bell, Head of IT, Katie Page, Technical Services Coordinator

PUBLIC: Mr. Vaz – Plymouth, MI

Others may have been present but did not identify themselves

2. Approve agenda –

- Director Souchock stated Agenda Item 8.1 will be verbal. The written report will be given to the board next month

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

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

3. Approve minutes of September's meetings -

Resolved by Trustee Pappas; seconded by Trustee Maguire to approve the Minutes of September 15, 2020's regular meeting.

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

Resolved by Trustee Pappas; seconded by Trustee George to approve the Minutes of September 26, 2020's special meeting.

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

4. Public comment – None

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

- The Friends of the Library donated \$10,000 to offset the Library's printed material budget
- Restricted library hours, due to COVID-19, have impacted the revenue the Friends' receive from book sales
- The Library received a refund for the Insurance and Bonds account. Since this amount is never guaranteed, it is never included in expected yearly revenue
- Trustee Anderson asked why the revenue account does not reflect the penal fine revenue the Library has received. Director Souchock stated this amount will be reflected in next month's financial report
- The Board suggested the Director seek Friends funding for the HVAC Thermal Imaging project due to budget constraints
- Director Souchock is seeking a grant from the Dunning Foundation to help offset the HVAC expenses
- Director Souchock recommended the Library not purchase certain previously approved furniture items due to the building's limited use during COVID-19
- The Upper Level of the Library is being prepared for reopening. Projected reopening is scheduled for late November

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

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas	6
ABSENT: Trustees Harper	1
NAYS:	0
RESOLUTION PASSED	

Resolved by Trustee Khogali; seconded by Trustee Morrison to approve for payment check numbers 29370 through 29457 and September's payroll and retirement transfers and monthly interest notices.

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas	6
ABSENT: Trustees Harper	1
NAYS:	0
RESOLUTION PASSED	

#### 6. Librarians' Report –

- Circulation is 65% of what it was last September, due to limited building hours. Director Souchock is looking for patterns on how patrons are currently using the Library to help determine best hours of operation
- The Library is participating in a project with Plymouth Township to assist with research and writing for the new Plymouth Township Michigan Historical Marker

#### 6.1 Trustee Reports - None

7. Committee Reports

7.1 Building Committee – No October Meeting

7.2 Personnel Committee – October 10, 2020 Meeting Recommendations

- The Personnel Committee recommended filling several open positions for 2021.
- Staff raises in 2021 to catch up to the market
- Overtime has been reinstated for staff working on Sundays
- Furloughs are still in place and Director Souchock will provide an update on them
- Library hours open to public are being analyzed to make best use of personnel

7.3 Goals Committee - No October Meeting

7.4 Finance Committee - No October Meeting

8. Old Business –

8.1 Building Reopening Plan and State Changes Update

- The Building Reopening Plan will be revisited at next month's meeting
- The State is now requiring a 50% occupancy allowance

8.2 Library Services Update

- Quarantined materials are in the process of being moved from the Lower level to the Main level of the Library
- Fines are back in place
- Friends' Book Sale volunteers have begun coming back into the Library

9. New Business –

9.1 Approve 2021 Library Operating Budget

Resolved by Trustee Pappas; seconded by Trustee Maguire to approve the 2021 Library Operating Budget for purpose of discussion and Public Hearing at a total of \$3,841,050.

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Morrison to adjourn the meeting at 8:35 p.m.

Roll call:

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

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

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Jacqueline George, Secretary