

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, November 16, 2021**

In-person and Online Using Zoom

Meeting held in person for Library Board members, necessary staff, and guests that chose to attend in-person and held electronically for those who chose to attend via Zoom

1. Call to order and attendance – President Khogali called the meeting to order at 7:38 p.m.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6
NAYS: 0
ABSENT: Trustee Sexton 1

MOTION PASSED

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

ABSENT: Trustee Sexton

ALSO PRESENT: Shauna Anderson, Director, Kwamsia Seals, HR & Business Administrator

PUBLIC: None

2. Approve agenda –

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

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6
NAYS: 0
ABSENT: Trustee Sexton 1

RESOLUTION: PASSED

3. Approve minutes of October's regular meeting -

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

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

4. Public comment – None

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

- The Library will be implementing new financial software. The current internal financial workflows will be revised and an updated Financial Policy will be put into place to reflect these changes
- The Library received its Penal Fines check in the amount of \$22,292.97
- Refunds were received from vendors
- Trustee Anderson asked if the Library planned on making withdrawals in 2022 from the Community Foundation fund. Director Anderson said no, the Library hopes to deposit monies moving forward into this account
- Trustee Khogali asked Ms. Seals if the budget was on track for this time of year. Ms. Seals said it is on track, with 77% of the budget spent as of end of October

Resolved by Trustee Anderson; seconded by Trustee Walsh to accept the financial report.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT: Trustee Sexton	1

RESOLUTION: PASSED

Resolved by Trustee Walsh; seconded by Trustee Morrison to approve for payment check numbers 30293 through 30373.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT: Trustee Sexton	1

RESOLUTION: PASSED

6. Librarians' Report –

- The front steps resurfacing project has been completed
- HVAC issues are being addressed as the weather turns colder
- The Library's humidifiers will be checked to ensure they are functioning properly
- Part-time Reference Assistant and full-time Facilities Supervisor positions are open and applications are being accepted
- The Library is working with MERS and Nationwide to create an employer-matching 457 plan for new full-time employees. MERS and Nationwide state it will take up to two months to make the changes. Recommendations will be presented at the December meeting. The Personnel Committee will meet in early December to discuss options
- Members of Board have been invited to attend the Virtual ALA Midwinter Conference, as well as the Public Library Association Conference. The latter is more in alignment with what the Library does. Those board members interested need to let the Director know before the end of December
- The Trustee By-Laws, last updated in 2011, will be updated
- Library applications and forms will have gender removed, since this data is never used by the Library
- An auto-renewal catalog function will begin January 1, 2022. This function will automatically renew materials for patrons, if there are no holds on the materials

6.1 Trustee Reports – None

7. Committee Reports

- 7.1 Building Committee – No meeting
- 7.2 Personnel Committee - No meeting
- 7.3 Goals Committee - No meeting
- 7.4 Finance Committee - No meeting

8. Old Business – None

9. New Business –

9.1 2022 Regular Board Meeting Dates Resolution

Resolved by Trustee Pappas, seconded by Trustee Morrison, to establish the calendar of 2022 Regular Library Board Meetings and 2023 Annual Meeting on the third Tuesday of each month at 7:30 P.M.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT: Trustee Sexton	1

RESOLUTION: PASSED

9.2 Removal of Sunday Shift Differential (Time-and-a-Half)

Resolved by Trustee Anderson, seconded by Trustee Morrison, to remove Sunday time-and-a-half pay. Part-time employees will be paid their regular wages for Sunday hours and full-time employees will accrue comp time if they work a Sunday, in addition to their regularly scheduled 40 hours that week.

Roll Call:

AYES: Trustees Anderson, Khogali, Morrison, Pappas, Walsh	5
NAYS: Trustee George	1
ABSENT: Trustee Sexton	1

RESOLUTION: PASSED

9.3 2022-2025 Strategic Plan Presentation/Approval

Resolved by Trustee Pappas, seconded by Trustee Anderson to accept the 2022-2025 Strategic Plan proposal

Roll Call:

AYES: Trustees Anderson, George, Kogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT: Trustee Sexton	1

RESOLUTION: PASSED

10. Adjourn –

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

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT: Trustee Sexton	1

RESOLUTION: PASSED

Jean Walsh, Secretary