

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday December 20, 2022, 7:30 p.m.

Hybrid Meeting In-Person and Using Zoom

1. Call to order and attendance – President Khogali called the meeting to order at 8:00 p.m.

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

ABSENT: Trustee Morrison

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director

PUBLIC: Mr. Vaz, Plymouth, MI

Ms. Jessica Yaser, Plymouth, MI

Ms. Carol Souchock, Plymouth, MI

Mr. Brian Camiller, Plante & Moran, Southfield, MI

2. Approve agenda –

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of November's regular meeting -

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

AYES: 6

NAYS: 0

PASSED

4. Public Comment –

- Ms. Carol Souchock thanked Trustee Brian Anderson on her and Robyn Lowenstein’s behalf for all of his time, support, and efforts during his years on the board

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

- Brian Camiller, representing Plante & Moran, reviewed the Library’s bookkeeping audit with the board. All monies are accounted for and have been moved into their proper positions
 - The board is comfortable with the bookkeeping audit performed by Plante & Moran
 - It is suggested that the Library send a letter of concern to PSLZ, asking for a copy of the capital assets records for year 2021
- Plante & Moran will begin supplying the Library with monthly financial reports beginning in 2023

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

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Anderson; seconded by Trustee Sexton to approve for payment check numbers 31376 through 31436 and November’s payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Director’s Report –

- The Plymouth District Library has been named a “Star Library” for year 2020. There are only 12 libraries in the State with this designation
- Requests for reconsideration of library materials will be coming up soon
- The results of the Library’s research on patrons’ reading patterns will help the Library better meet its patrons’ needs moving forward
- Director Anderson and the board members expressed their well wishes to exiting board member Brian Anderson, who, during his sixteen years on the board, has helped shape the library into what it is today

6.1 Trustee Reports - None

7. Committee Reports - None

8. Old Business – None

9. New Business –

9.1 2023 Blanket Purchase Order, Approval

- Director Anderson presented the board with a list of vendors with whom the library expects to spend over \$5,000 in 2023

Resolved by Trustee Pappas, seconded by Trustee Walsh to approve the proposed list of Blanket Purchase Orders for fiscal year 2023

Roll Call:

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

9.2 Undesignated Gifts to CFSEM, Approval

- Director Anderson is recommending transferring the 2022 undesignated funds to the CFSEM to help grow the library's annual disbursements in coming years

Resolved by Trustee Sexton, seconded by Trustee Anderson, to approve the transfer of the undesignated gifts made to the Plymouth District Library in 2022 to the Community Foundation of Southeast Michigan, totaling \$25,240.05

Roll Call:

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

9.3 Line Item Budget Transfers

- Director Anderson amended the library's budget line item allocations to correspond more closely to the library's actual spending for the end of the year

9.4 Year-end Budget Amendments, Approval

- As the library approaches the close of the fiscal year, some of the library's projects, approved for the 2022 budget year, are not ready to be invoiced. Director Anderson is requesting a budget amendment to move these projects' costs from the 2022 budget to the 2023 budget

Resolved by Trustee Walsh, seconded by Trustee Anderson to approve a budget amendment for 2023 that updates the library's total revenues and expenditures for fiscal year 2023 from \$4,074,000 to \$4,193,000

Roll Call:

AYES: Trustees Anderson, George, Khogali, Pappas, Sexton, Walsh 6

NAYS: 0

ABSENT: Trustee Morrison 1

RESOLUTION: PASSED

- Director Anderson also requested an amendment to the current year's budget to more accurately reflect the deferred revenues and spending outlined in the previous agenda item, in addition to the fund transfers to CFSEM

Resolved by Trustee Pappas, seconded by Trustee Walsh, to approve an amendment to the current year budget from \$3,977,000 in revenue and \$3,945,875 in expenditures to \$3,982,000 in revenue and \$3,890,565 in expenditures to more accurately represent the deferred revenues and spending outlined in the previous agenda item, in addition to the fund transfers to CFSEM

Roll Call:

AYES: Trustees Anderson, George, Khogali, Pappas, Sexton, Walsh 6

NAYS: 0

ABSENT: Trustee Morrison 1

RESOLUTION: PASSED

9.5 2023 Objectives, Approval

- Director Anderson reviewed the proposed 2023 objectives with the board

Resolved by Trustee Walsh, seconded by Trustee Sexton, to approve the proposed 2023 Objectives

AYES: 6

NAYS: 0

PASSED

9.6 4th Quarter Objective Review

- Director Anderson provided the board with a 4th quarter review of the objectives set forth in 2022

10. Adjourn -

Resolved by Trustee Anderson; seconded by Trustee Sexton to adjourn the meeting at 9:14 p.m.

AYES: 6

NAYS: 0

PASSED