

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Regular Meeting  
Tuesday, February 15, 2022**

**In-person for board members and online, using Zoom, for guests**

1. Call to order and attendance – President Khogali called the meeting to order at 7:31 p.m.

PRESENT: Trustees George, Khogali, Pappas, Walsh

ABSENT: Trustee Anderson, Trustee Morrison, Trustee Sexton

ALSO PRESENT: Shauna Anderson, Director; Kwamsia Seals, HR & Business Administrator, Melanie Bell, Head of IT, Lauren Baker, Coordinator of Youth Services

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

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

AYES: 4

NAYS: 0

PASSED

3. Approve minutes of January's Annual meeting -

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

AYES: 4

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz wished to confirm that the board members received his comments from the January annual meeting. The board members received hard copies and electronic copies of his comments

## 5. Financial report and list of January bills –

- Trustee Walsh asked about the elimination of overdue book fines. Director Anderson stated the main source of income from book fines is replacement costs due to lost books. The actual revenue from overdue books is nominal. However, Director Anderson is still reviewing the impact overdue book fines has on the revenue line
- A deposit was made on the Library's new Book Bike, which will help facilitate more outdoor programs

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

AYES: 4

NAYS: 0

PASSED

Resolved by Trustee Walsh; seconded by Trustee Pappas to approve for payment check numbers 30519 through 30585 and January's payroll and retirement transfers and monthly interest notices.

AYES: 4

NAYS: 0

PASSED

## 6. Director's Report –

- Physical collections have increased over the previous year. Digital collections saw a slight decrease from last year's monthly average. The budget for digital collections needs to be revisited to continue to meet patrons' current, as well as future, needs
- 72 hours of volunteer work, reported by the Friends of the Library, were not included in the total
- The Library's creative lab plans on adding other interactive items such as virtual headsets and sewing machines in the near future
- The DNS server was moved offsite. Mel Bell, Head of IT, is working on a bid for another server. The server room, which houses the computer servers and other equipment, is undergoing a reevaluation
- Director Anderson is looking into the increased growth of the online audience and will report her findings to the board once the review is completed

## 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 – February 15,2022

- Trustee Khogali stated that the updated policy documents just received from the State will be incorporated into the Library’s financial plan and will be ready for review at the next board meeting in March

7.5 VEBA Committee – February 7, 2022

- Trustee Pappas stated the committee voted to rebalance the VEBA fund. This account has continued to be successful in funding healthcare expenses for retirees

8. Old Business –

8.1 Financial Policy, Second Reading

- Director Anderson stated the policy will be updated to include electronic purchases

8.2 Board By-Laws, First Reading

- Director Anderson will provide an updated version of the By-Laws at the next board meeting in March

9. New Business –

9.1 Acceptance of Gifts: July 2021 – December 2021

Resolved by Trustee Pappas, seconded by Trustee Walsh, to accept gifts received by the Plymouth District Library from July 1, 2021 through December 31, 2021. Totaling: \$10,233.19

Roll Call:

AYES: Trustees George, Khogali, Pappas, Walsh 4

NAYS: 0

ABSENT: 3

RESOLUTION: PASSED

9.2 Library Page Wages

- Director Anderson informed the board that this position does require a skill set that should be reflected in a higher pay scale

Resolved by Trustee Pappas, seconded by Trustee Walsh, to approve increasing the Library pages' hourly rates by \$1.00 and moving the pay scale from \$9.87-11.35 to \$10.87-12.35.

Roll Call:

AYES: Trustees George, Khogali, Pappas, Walsh 4

NAYS: 0

ABSENT: 3

RESOLUTION: PASSED

9.3 Resolution to Support Banking and Financial Matters

- Director Anderson is seeking approval to act as signatory on behalf of the Plymouth District Library

Resolved by Trustee Pappas, seconded by Trustee Walsh, to approve appointing Director Shauna Anderson acting signatory on behalf of Plymouth District Library

Roll Call:

AYES: Trustees George, Khogali, Pappas, Walsh 4

NAYS: 0

ABSENT: 3

RESOLUTION: PASSED

9.4 Youth Services Department Spotlight

- Lauren Baker, Coordinator of Youth Services, presented the Youth Department's 2022 goals
- The goals will focus on more outdoor programming, the Book Bike, and improving relationships with local schools
- The Youth area will revamp the baby area and create a Tween (ages 9-12) hangout space
- The Teen area's video game shelving will be upgraded and the look of the Teen Zone will be refreshed
- Trustee Walsh asked if the staff will receive ADA training. ADA training will be addressed on Monday, February 21<sup>st</sup>, during Staff Day

10. Adjourn –

Resolved by Trustee Walsh; seconded by Trustee Pappas to adjourn the meeting at 8:27 p.m.

AYES: 4

NAYS: 0

PASSED

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Jean Walsh, Secretary