

# PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday April 19, 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 7:30 p.m.

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

ABSENT: None

ALSO PRESENT: Shauna Anderson, Director; Kwamsia Seals, HR & Business Administrator, Melanie Bell, Head of IT; Holly Hibner, Adult Service Coordinator; Yong Heo, Facilities Manager

PUBLIC: Mr. Vaz – Plymouth, MI  
Mr. Jeff Anderson, Michigan Class Investment Pool presenter  
Ms. Jessica Yaser, Plymouth, MI

2. Approve agenda –

- Based upon the recommendations of the Financial Committee, agenda item #8.3 was added to discuss the maturation of the Community Financial Credit Union CD's

Resolved by Trustee Pappas; seconded by Trustee Morrison to approve the agenda as amended

AYES: 7

NAYS: 0

PASSED

3. Approve minutes of March's regular meeting -

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

AYES: 7

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz’s comments and suggestions pertaining to the By-Laws, may be found in the April 2022 meeting minutes, located in the Administration Office
- Ms. Jessica Yaser thanked Director Anderson for hosting the Library tour April 6<sup>th</sup> and suggested the Library offer free at-home virus test kits. Director Anderson stated community demographics play a large role in which areas qualify for handing out free test kits. Plymouth is considered one of the wealthier communities and probably does not qualify to receive free kits to hand out

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

- With the transition to BS&A’s software, financial accounts have become much more transparent and easy to read
- Tax revenue is higher than expected
- Payment received in the amount of \$415,390.65, from Plymouth Township, will be reflected in next month’s financial report
- The debt fund of \$500,000 was closed out in 2016 but is still showing on the general ledger. The Library is working with the auditor to close out this debt
- Trustee Anderson asked if the \$168,687.33 is included in the current property tax line. Director Anderson said it is included in the \$600,048.55 figure

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

AYES: 7

NAYS: 0

PASSED

Resolved by Trustee Walsh; seconded by Trustee Morrison to approve for payment check numbers 30631 through 30700 and March’s payroll and retirement transfers, credit card payments and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

6. Director's Report –

- Director Anderson stated physical collections are still doing well and digital collections continue to gain in popularity
- The Library is launching a “Seed Library”, which is a sustainable collection whereby patrons will receive free seed packets for personal gardening. The Library is asking patrons to save the seeds and donate them back to the Library at the end of the growing season
- There is a huge increase in library visits, averaging over 130 more people per day
- In-person computer classes have returned. There is a wait list to attend
- Small group Story Time programs have resumed with a growing wait list
- 3-D printing requests are increasing
- The Friends of the Library President will be receiving “Volunteer of the Year” recognition from the Chamber at the volunteer luncheon scheduled for tomorrow
- The Library's repair issues are being worked on and all is being repaired

6.1 Trustee Reports –

- Trustees Khogali and Walsh spoke of their positive experiences at the Public Library Association (PLA) conference held in Portland, Oregon in March 2022. Many board development workshops were made available
- Trustee Khogali acknowledged all the wonderful activities provided during Library Week and the increased quality of the Library's social media platforms. Director Anderson said Librarian Jessica Keeler has been spearheading the social media platforms, putting a lot of time and energy into the process

7. Committee Reports

- 7.1 Building Committee – None
- 7.2 Personnel Committee – None
- 7.3 Goals Committee – None

7.4 Finance Committee – April 11, 2022

- The Finance Committee discussed the best option for the maturing CD's. The objective is to place the money in an account that earns interest while remaining liquid
- The Financial Committee is recommending moving the Huntington Bank CD, Bank of Ann Arbor CD, and the Huntington Bank Money Market account to Michigan Class Investment Pool

7.5 VEBA Committee - None

8. Old Business –

8.1 Financial Policy Approval

- Updates needed to be made to include use of credit cards and ACH transactions
- Provisions are needed for online approvals which will enable the Trustees to eventually login and electronically sign checks
- These updates align with recommendations from the Library of Michigan's Guide to Financial Management for Public Libraries
- Trustee Walsh would like to add a segment that includes instances for Financial Committee recommendations

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve the recommended changes to the Library's financial policy

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED



9. New Business –

9.1 Skylight Repair Quote Approval

- Yong Heo, Facility Manager, is recommending hiring Edwards Glass Co. in Livonia, MI to repair the Library’s skylight after reviewing three different companies and their levels of competence and assurance of service
- Trustee Khogali asked if there is a timeline. Yong Heo said it will be scheduled now that the Board has approved the motion

Resolved by Trustee Pappas, seconded by Trustee Anderson, to approve hiring Edwards Glass Co. from Livonia, MI to repair the Library’s skylight. The total cost of the project is \$5,434.00

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.2 Michigan Class Investment Pool, Presentation & Approval

- Mr. Jeff Anderson, representing MI Class, spoke of the opportunities offered by MI Class. No minimum or transaction fees and works like a checking account, giving the Library liquidity

Resolved by Trustee Pappas, seconded by Trustee Anderson, to move the following funds to Michigan Class:

- Huntington Bank CD currently worth \$119,090.05
- Bank of Ann Arbor CD currently worth 4116,873.14
- Huntington Bank Money Market fund currently worth \$127,863.37

For a total of \$363,826.56

Roll Call:

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

NAYS: Trustee George 1

ABSENT: 0

RESOLUTION: PASSED

9.3 Blanket Purchase Order Approval

- Director Anderson is requesting to add Midwest Collaborative for Library Services and BC Ten Air to the current list of blanket purchase order vendors since the Library will be spending over \$5,000 this year on each vendor

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve adding Midwest Collaborative for Library Services and BC Ten Air to the current list of blanket purchase order vendors

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.4 Employee Healthcare Benefit Renewal

- Director Anderson reviewed the employee healthcare benefits and recommended the Library renew the current plan with Blue Care Healthy Living HMO with the increase of 10.59% for the plan. She also suggested approving the Mutual of Omaha Life and Disability Insurance quote with no increases to the current rates
- With the high number of retirees on the library's insurance census, a future option would be to offer retirees reimbursement for an individual Medicare supplemental plan. Director Anderson is working with Kapnick to come up with an action plan to support this.

Resolved by Trustee Anderson, seconded by Trustee Walsh, to renew the Blue Care Healthy Living HMO plan, as outlined in the quote attached to this memo, with the increase of 10.59% and approve the Mutual of Omaha Life and Disability Insurance quote with no increases to the current rates

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.5 MERS, Pension Closing

- It is time to finalize the closing of the Library's pension account with MERS by creating a resolution so that the Library can get updated figures on contribution needs to support those enrolled in the plan

Resolved by Trustee Anderson, seconded by Trustee Morrison, to approve finalizing the closing of the Library's pension account with MERS

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED



9.6 Adult Services Department Spotlight, Presentation

- Adult Services Coordinator Holly Hibner presented the Board with an overview of current projects being undertaken in her department
- She mentioned that the addition of two full-time adult librarians has greatly enhanced the services and projects her department is able to offer
- Holly reviewed the changes and directions her department is moving in with the new strategic plan in place

10. Adjourn –

Resolved by Trustee Anderson; seconded by Trustee Morrison to adjourn the meeting at 9:02 p.m.

AYES: 7

NAYS: 0

PASSED

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Jean Walsh, Secretary