

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday December 21, 2021**

Online 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, Human Resource and Business Administrator. Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI
Ms. Alanna Maguire, Plymouth City Commissioner

2. Approve agenda –

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

AYES: 7

NAYS: 0

PASSED

3. Approve minutes of November's regular meeting -

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

AYES: 7

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz’s handout, listing his comments, is available in the Library’s copy of the December 2021 Board packet. Please request assistance from Administrative staff for access
- Ms. Alanna Maguire, newly appointed Plymouth City Commissioner, introduced herself to the Director and the board members

5. Financial reports –

- The Director went over the budget line adjustments. These adjustments put the budget line closer to the original board-approved budget numbers
- The Friend’s donated approximately \$2,000 to the Library in the 3rd quarter, which will be reflected in next month’s financials

❖ October’s Payroll and Retirement Transfers

Resolved by Trustee Walsh, seconded by Trustee Anderson to accept the October payroll and retirement transfers

AYES: 7

NAYS: 0

PASSED

❖ November’s Checks and Payroll and Retirement Transfers

Resolved by Trustee Anderson, seconded by Trustee Morrison to approve for payment check numbers 30374 through 30435 and November’s payroll and retirement transfers and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

6. Librarians' Report –

- There has been a steady usage of the library's books and materials
- The damaged lamppost, located in the parking lot, has been repaired
- The Library continues to experience HVAC issues. The Director, along with the new facilities supervisor, will seek additional contractor assistance to evaluate the issues plaguing the humidifiers, which are directly connected to the rooftop units
- Staff will undergo safety training in spring of 2022
- The Library will be upgrading its ADP payroll services in the near future

6.1 Trustee Reports - None

7. Committee Reports

7.1 Building Committee – No meeting

7.2 Personnel Committee – December 7, 2021

- The Personnel Committee's recommendations will be discussed in Agenda Item # 9.6

7.3 Goals Committee – No Meeting

7.4 Finance Committee – No Meeting

- Director Anderson has suggested the finance committee meet during the first part of January 2022

8. Old Business – None

9. New Business –

9.1 2022 Library Closings Resolution

Resolved by Trustee Pappas, seconded by Trustee Morrison to approve the proposed list of Library Closings for 2022 and New Year's Day, January 1, 2023

AYES: 7

NAYS: 0

PASSED

9.2 2022 Blanket Purchase Orders Resolution

Resolved by Trustee Pappas, seconded by Trustee Morrison to approve the proposed list of Blanket Purchase Orders for fiscal year 2022

AYES: 7 NAYS: 0 PASSED

9.3 2022 Dental Insurance Renewal

Resolved by Trustee Pappas, seconded by Trustee Anderson to approve the renewal of the Library's current plan with Delta Dental and requiring no additional employee contributions toward the increase in premiums for the 2022 fiscal year

AYES: 7 NAYS: 0 PASSED

9.4 Emergency Leave Renewal

- Trustee Walsh suggested the addition of the word 'paid' prior to the words "Emergency Leave" for better clarity

Resolved by Trustee Pappas, seconded by Trustee Anderson to approve the amended resolution of renewal of the Library's two weeks of 'paid' emergency leave for all full-time staff and pro-rated time for part-time and temporary staff through the entire 2022 fiscal year

AYES: 7 NAYS: 0 PASSED

9.5 Employee Classification Standardization

Resolved by Trustee Walsh, seconded by Trustee Morrison to approve the standardization of employee classifications to indicate the FLSA status of Exempt or Non-Exempt

AYES: 7 NAYS: 0 PASSED

9.6 Comp Time Policy Amendments

- The Personnel Committee has suggested changing the Comp Time policy to expire on a quarterly basis for all full-time staff members, including the Director, and to carry no cash value for payouts upon termination or retirement

Resolved by Trustee Anderson, seconded by Trustee Walsh to approve Comp Time expiring on a quarterly basis for every full-time staff member, including the Director, and that Comp Time retains no cash value for payouts upon termination or retirement.

The first expiration date will be set for April 1, 2022, with subsequent expiration dates of July 1, October 1, and January 1 of every year thereafter

AYES: 7 NAYS: 0 PASSED

9.7 Personnel Handbook Update

Resolved by Trustee Anderson, seconded by Trustee Walsh to approve the changes made to the Personnel Handbook

AYES: 7 NAYS: 0 PASSED

9.8 Financial Policy Update

- Director Anderson has combined the current financial policy and various supplements into one document. This revised version of the Financial Policy is now up for review by the Director and the Board and will be presented in the January 2022 Annual Meeting for approval

9.9 2022 Objectives

Resolved by Trustee Anderson, seconded by Trustee Walsh to approve the proposed 2022 Objectives of the Library's Strategic Plan, which covers the next three years of library service

AYES: 7 NAYS: 0 PASSED

10. Adjourn –

Resolved by Trustee Anderson; seconded by Trustee Pappas to adjourn the meeting at 9:01 p.m.

AYES: 7 NAYS: 0 PASSED

Jean Walsh, Secretary