

10.2

TO: Plymouth District Library Board **DATE:** January 18, 2022

RE: Board Committees, VEBA **FROM:** Shauna Anderson, Director

Trustees, and Check Signers

It is customary for the Board to review its committees at the annual meeting to determine if they are still useful, and for the President to re-appoint members and fill vacancies. The function of the committees is to study issues and recommend action to the entire Board. The following are the present committees:

Personnel – Anderson, Khogali, Pappas Goals – George, Khogali, Walsh Building – George, Morrison, Pappas Director Evaluation – Anderson, George, Khogali Finance – Khogali, Morrison, Walsh VEBA – Anderson, Morrison, Pappas

There are typically up to three Board members on each committee, as more than three constitutes a quorum of the Board and meetings must operate as Board meetings. Be ready to indicate your interest in joining a committee or moving to a new assignment.

The Library Board elects three trustees to serve on the 5 member VEBA Board, which oversees the Trust fund to provide retiree benefits. These trustees serve indefinite terms at the pleasure of the Board, but only so long as they remain members of the Library Board. Current Board Trustees are Anderson, Morrison, and Pappas. Other members of the Board are myself, and the newly nominated employee representative, Alice McCardell.

Finally, it is customary to assign Trustees to weekly check-signing duties (typically Friday afternoon – Monday evening). All Trustees except the Treasurer take responsibility for a

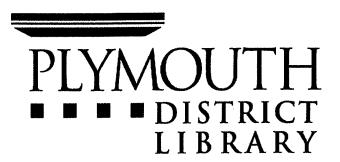
four-month period. Two signers are assigned to each period. Trades are arranged individually to cover vacations. Current check signers are:

Jan – April Khogali, Pappas

May – August Anderson, Morrison

Sep – Dec Pappas, Walsh

Check signing duties will likely change after the implementation of our new financial system in March. Be ready to volunteer for a schedule that meets your needs.



10.3

TO: Plymouth District Library Board RE:

Staff Advisory Representation on

Library Board Committees

DATE:

January 18, 2022

Shauna Anderson, FROM:

Director

To ensure that staff have strong connections to the administrative functions of the library, I would like to propose the nomination of staff members to serve on an advisory-level on library board committees. The informal positions would not hold a voting stake. Staff members would receive committee packets alongside trustees and would be invited to participate in the meeting discussion.

These meetings often include important discussions that result in decisions effecting the entire staff. There are also few opportunities for staff outside of administration to gain experience in working with the board or for staff outside of the management team to gain more formal leadership experience through their everyday duties. I also want to support the library board in getting to know more staff members at varying levels of the organization.

The staff members who have been selected for nomination this year include:

Kathleen Kozalowski, Adult Librarian Personnel

Keron Kroll, Circulation Clerk

Mary Kelly, Electronic Services Librarian Finance

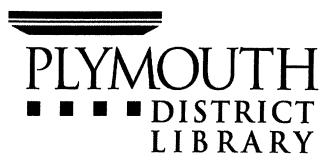
Ibrahim Ghalib, Computer Support Technician

Kaitlyn Theisen, Technical Services Clerk **Director Evaluation**

Veronica Schendel, Reference Assistant

Yong Heo, Facility Supervisor Building Alice McCardell, Adult Librarian **VEBA**

RESOLVED BY ___, SECONDED BY APPROVE THE NOMINATION OF THE LISTED STAFF MEMBERS TO SERVE ON AN ADVISORY-LEVEL ON LIBRARY BOARD COMMITTEES



10.4

TO: Plymouth District Library Board

DATE:

January 18, 2022

Maturation of Community Financial

FROM:

Shauna Anderson,

Credit Union CDs

RE:

Director

The library currently has three certificates of deposit on file at Community Financial Credit Union. We received notice that these three accounts mature on January 20, 2022. The accounts have a total of \$776,055.98 invested.

With the support of the Finance Committee, I propose re-investing the CFCU CDs at a 90 day term to allow us more time to plan for alternate options that would provide us higher interest rates.

RESOLVED BY	, SECONDED BY	. TO
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