

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday July 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, Walsh

ABSENT: Trustee Sexton attended as part of the public via Zoom

ALSO PRESENT: Shauna Anderson, Director; Kwamsia Seals, HR & Business Administrator, Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI

Ms. Jessica Yaser – Plymouth, MI

Mr. Ron Picard – Plymouth, MI

Trustee Beth Sexton – Plymouth, MI

2. Approve agenda –

- Director Anderson added New Business items 9.8 and 9.9 to the agenda

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of June's regular meeting -

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

AYES: 6

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz’s comments and suggestions may be found in the July 2022 meeting minutes, located in the Administration Office

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

- Director Anderson reviewed the Library’s financial position with the board. June was a standard month with little revenue movement
- The largest purchase in June was \$967 for a new top shelf
- Funds from property tax revenue is better than originally budgeted
- Trustee Anderson asked if there was any ruling on penal fees yet. Director Anderson said penal fines are still on the table for this year but a decision about next year has yet to be determined
- Trustee Morrison asked about check #30960 in the amount of \$200.00. It represents a book lost by one of our patrons, owned by another library. The library pays the fine and bills the patron for the full amount

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 Pappas to approve for payment check numbers 30895 through 30970 and June’s payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Director's Report –

- Physical collections and eBook usage are trending upward
- Database usage was down but may increase with the addition of two new databases, Lerner Maker Lab and Creativebug
- The popularity of the book “The Last Thing He Told Me” has been on the most popular list for seven months running
- The event held at the Plymouth Farmer’s Market was very well received.
- Participation numbers, closer to pre-pandemic, are returning as seen in the June 2022 programming chart.
- Trustee Walsh asked about the status of Book Bike. Director Anderson said the library is in the lineup but no clear date has been set yet.
- The library is in the process of transitioning next year to a more native landscaping profile. Various landscape architects are being asked to submit quotes.
- The generator has a 30-40 second start up delay when a power outage occurs. Backup batteries are being employed until this lag time is resolved.
- An offer was made to fill the IT Coordinator position and has been accepted by Eric Klute. His start date is August 15, 2022.

6.1 Trustee Reports –

- Trustee Khogali congratulated those employees experiencing employment anniversaries and welcomed those newly hired.

7. Committee Reports

7.1 Director Evaluation Committee – 7/13 Meeting
The Board went into Closed Session at 8:11 P.M.
The Board ended Closed Session at 8:41 P.M.

Resolved by Trustee Pappas, seconded by Trustee Morrison to end the Closed Session

Roll Call:

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

- The Board gave Director Anderson a 6% pay increase and an additional 2 weeks of vacation time

The Board re-opened the regular meeting at 8:43 P.M.

Resolved by Trustee Pappas, seconded by Trustee Walsh to re-open the regular meeting

Roll Call:

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

RESOLUTION: PASSED

8. Old Business – None

9. New Business –

9.1 Presentation and discussion of 2023 Millage

- Director Anderson presented the maximum allowable operating millage for fiscal year 2023 Millage

9.2 Acceptance of Gifts January 2022 – July 2022

Resolved by Trustee Pappas, seconded by Trustee Morrison, to accept gifts received by the Plymouth District Library from January 1, 2022 through June 30, 2022. Totaling \$11,020.16

AYES: 6

NAYS: 0

PASSED

9.3 2022 Budget Amendments

- Director Anderson guided the board through the budget amendments needed to improve the Library's services and align with changes made in the first six months of this year

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve the suggested Budget Amendments to the Library's 2022 Budget to improve services and align with changes made throughout the first six months of the current fiscal year

Roll Call:

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

RESOLUTION: PASSED

9.4 Collection Development Policy, First Reading

- Adult Service Coordinator Holly Hibner reviewed the Library's updated Collection Development Policy with the board

9.5 ALA Code of Ethics Policy, Approval

- It is customary for public libraries to update their Code of Ethics Policy. Director Anderson has recommended adding the ALA Code of Ethics policy to the Plymouth District Library's public policies

Resolved by Trustee Walsh, seconded by Trustee Anderson, to approve the addition of the ALA Code of Ethics Policy to the Plymouth District Library's public policies that govern how the Library operates

AYES: 5

NAYS: 1

PASSED

9.6 Investment Review

- Director Anderson reviewed the Library's current financial accounts with the board

9.7 Server Quote, Approval

- Melanie Bell, Assistant Director, has recommended that the library hire Insight to update the current Storage Area Network (SAN) server

Resolved by Trustee Pappas, seconded by Trustee Anderson, to approve hiring Insight to update the Library's SAN (Storage Area Network) server

AYES: 6

NAYS: 0

PASSED

9.8 August 23rd, Late Opening, Approval

- The staff of the Plymouth District Library have been given the opportunity to receive active shooter response training on August 23, 2022. In order to accomplish this, the Library would need to open at 1 P.M. instead of 10:00 A.M.

Resolved by Trustee Pappas, seconded by Trustee Walsh to approve opening the Library on August 23, 2022 at 1 P.M. instead of 10 A.M. to allow staff the opportunity to receive active shooter response training in the morning

AYES: 6

NAYS: 0

PASSED

9.9 MERS Delegate, Approval

- Director Anderson recommended selecting Assistant Director, Melanie Bell, as the library's Officer Delegate and Adult Librarian Alice McCardell as the library's Employee Delegate for the 2022 MERS Conference

Resolved by Trustee Pappas, seconded by Trustee Anderson to approve Alice McCardell as the Library's Employee Delegate and Melanie Bell as the Library's Officer Delegate to the 2022 Annual MERS Conference

AYES: 6

NAYS: 0

PASSED

10. Adjourn -

Resolved by Trustee Pappas, seconded by Trustee Anderson to adjourn the meeting at 9:16 p.m.

AYES: 6

NAYS: 0

PASSED