

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday June 21, 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,

ATTENDED VIA ZOOM: Trustee Walsh

ABSENT: None

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director, Kathleen Philo, Circulation/Clerk Supervisor

PUBLIC: Mr. Vaz – Plymouth, MI

Mr. Joe Hayes – Plymouth, MI

Mr. David Parr – Livonia, MI

Ms. Rana Emmons, C.P.A. for PSLZ PLLC Certified Public Accountants

2. Approve agenda –
 - Trustee Anderson asked that New Business # 9.1 be addressed after Agenda #4

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of May's regular meeting as amended –
 - Trustee Khogali asked that the May minutes reflect his attendance via phone as part of the public

Resolved by Trustee Pappas; seconded by Trustee Sexton to approve the amended Minutes of May's regular meeting

AYES: 6

NAYS: 0

PASSED

4. Public comment –

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

5. Financial report and list of May's bills –

- The Library has already reached 102% of its expected revenue for the year
- Budget amendments will be presented to the board in the July meeting
- Trustee George asked why the donations from the Friends', which fund many of our programs, are lower than usual. Director Anderson explained that since the librarians now have control over their budget lines, they are exercising a more cautious approach to spending,
- Trustee Sexton suggested the Library look into energy plans with DTE and Consumer Energy. Director Anderson acknowledged the increase in energy prices and stated the Library has budgeted for these increases. The Library is working with DTE on some cost saving opportunities

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

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Anderson; seconded by Trustee Pappas to approve for payment check numbers 30762 through 30894 and May's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Director's Report –

- Circulation numbers have been decreasing. Director Anderson believes participation drives circulation numbers and is in the process of creating an action plan to increase circulation
- Lower numbers for library visits and questions answered can be attributed to COVID causing staffing issues, resulting in the Library having to close for a weekend, as well as being closed during Memorial weekend
- All open personnel positions have now been filled
- The Library is expecting high participation numbers for summer reading/programs during the months of June and July
- The free comic book event, held on the Library's porch, had less than anticipated attendance due to competition from the Farmer's Market

6.1 Trustee Reports

7. Committee Reports - None

8. Old Business – None

9. New Business –

9.1 2021 Audit Presentation

- Rana Emmons of PSLZ reviewed the 2021 Audit with the Board. The Library received a satisfactory audit rating

Resolved by Trustee Pappas; seconded by Trustee Morrison to approve the 2021 Financial Audit

Roll Call:

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

RESOLUTION: PASSED

9.2 2023 Budget/Millage Schedule

- Director Anderson reviewed the Budget/Millage schedule with the board. The millage will be presented to the board next month

9.3 Code of Conduct, Approval

- The updated Code of Conduct was reviewed and approved by the board
- The board asked about the Library's privacy act. Director Anderson stated the privacy act is not part of the Code of Conduct. The privacy act will be reviewed and updated in the near future

Resolved by Trustee Pappas, seconded by Trustee Morrison to approve the updated Code of Conduct

AYES: 6

NAYS: 0

PASSED

9.4 Technical Services Spotlight

- Circulation/Clerk Supervisor Kathleen Philo presented the board with a typical day in the life of her Circulation staff, highlighting all the different activities that go into processing books for patrons

9.5 2nd Quarter Objective Update

- The 2nd quarter objectives were reviewed
- Trustee George suggested adding radio to Goal 3 as an effective means for reaching patrons

10. Adjourn -

Resolved by Trustee Anderson; seconded by Trustee Morrison to adjourn the meeting at 9:08 p.m.

AYES: 6

NAYS: 0

PASSED