

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday March 21, 2023, 7:30 p.m.

Hybrid Meeting In-Person and Using Zoom

1. Call to order and attendance – President Pappas called the meeting to order at 7:30 p.m.

PRESENT: Trustees George, *Morrison, Pappas, Sexton, Walsh, Yaser

*Trustee Morrison arrived @ 7:33 pm

ABSENT: Trustee Khogali

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

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

AYES: 5

NAYS: 0

PASSED

3. Approve minutes of February's regular meeting -

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

AYES: 5

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz spoke about the process the Board used to approve the current By-Laws. . His specific comments and suggestions may be found in the March 2023 meeting minutes, located in the Administration Office

5. Financial report and list of February bills –

- The Library’s Michigan Class account continues to yield positive returns
- Plante Moran is assisting with the preparations for the 2022 audit
- The board is concerned with the lack of clarity from the past auditor, Ms. Rana Emmons from PSLZ. They encouraged Director Anderson to continue communicating with PSLZ, seeking further clarifications

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

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Sexton; seconded by Trustee Morrison to approve for payment check numbers 31629 through 31703 and February’s payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Director’s Report –

- Although circulation data was down in February, primarily due to the shorter month, attendance and participation for the month was up
- The Library finally received its Book Bite bicycle
- The Library received four additional iPads in the Youth Area. Since the arrival of the additional iPads, there has been an increase in the amount of time patrons are spending in the Youth Area
- The Upper Level’s new drinking fountain is very popular with over 500 water bottles refilled so far

6.1 Trustee Reports - None

7. Committee Reports - None

8. Old Business – None

9. New Business –

9.1 Fixed Asset Policy, First Reading

- The Library is in need of a policy that governs the management and disposal of capital assets
- The new policy will work well with our current financial policy and will assist in determining financial thresholds

9.2 Friends' Room Carpet Quote, Approval

- It is time to begin replacing sections of the Library's carpet, with most of the replacement occurring in 2025/2026
- Director Anderson reviewed the quotes received by three vendors and has recommended using Library Design to replace the Friends' Room carpet

Resolved by Trustee Yaser, seconded by Trustee Morrison, to approve Library Design for the removal and replacement of the Friends' Room carpeting, not to exceed \$8,000

Roll Call:

AYES: 6

NAYS: 0

ABSENT: 1

RESOLUTION: PASSED

9.3 Time Management Quote, Approval

- The Library would like to update its time and print management control system, which documents how much time a patron can log on to a public computer
- Three vendors presented the library with quotes. Assistant Director Bell is recommending TBS, since TBS is able to meet the library's needs and has been given good reviews by neighboring libraries currently using TBS

Roll Call:

AYES: 6

NAYS: 0

ABSENT: 1

RESOLUTION: PASSED

10. Adjourn -

Resolved by Trustee Morrison; seconded by Trustee Walsh to adjourn the meeting at 8:30 p.m.

AYES: 6

NAYS: 0

PASSED

Trustee Sexton, Secretary