

Plymouth District Library Board

Regular Board Meeting
Tuesday, March 15, 2022

In-Person for Board Members
&
Online Using Zoom for Guests

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

PRESENT: Trustees Anderson, George, Khogali, Pappas, Sexton, Walsh

ABSENT: Trustee Morrison

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

PUBLIC: Mr. Vaz – Plymouth, MI
Ms. Jessica Yaser – Plymouth, MI
Ms. Maguire, City Commissioner via Zoom

2. Approve agenda as amended–

- Director Anderson removed New Business Item # 9.2 from the agenda due to unavailability of presenter

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

Roll Call:

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

RESOLUTION: PASSED

3. Approve minutes of February's regular meeting -

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

Roll Call:

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

RESOLUTION: PASSED

4. Public comment -

- Ms. Maguire expressed her intention to attend as many board meetings as possible in her position as City Commissioner
- Mr. Vaz made suggestions regarding the updating of the current By-Laws. His comments may be found in the March 2022 meeting minutes, located in the Administration Office

5. Financial report and list of February's bills -

- Director Anderson reviewed the Library's financials with the board
- Due to Consumer Energy's rate increases, the Library will be reallocating its resources
- Trustee Walsh asked what the Library intends to do with the \$4,000 contribution from the Friends. Director Anderson stated the funds were for the 4th quarter of 2021 and were used for programs

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

Roll Call:

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

RESOLUTION: PASSED

Resolved by Trustee Pappas; seconded by Trustee Anderson to approve for payment check numbers 30587 through 30630 and February's payroll and retirement transfers, credit card payments and monthly interest notices

Roll Call:

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

RESOLUTION: PASSED

6. Director's Report –

- Digital collections were down a bit but with a shorter month, that is to be expected
- The Creative Lab is averaging 1-2 print requests per day
- The DDA recommended WOW as a long term phone provider since the Library's current long term provider is going out of business
- Over 20,000 people sign up for the Library's e-newsletter. The e-newsletter's focus is shifting from a promotional aspect to a more humanizing perspective, giving people a sense of what there is to love about the Library

6.1 Trustee Reports –

- Director Khogali welcomed Yong Heo as the Library's new Facilities Manager and congratulated those employees who celebrated employment anniversaries in the month of February and Heather Pacheo's ten-year anniversary in January
- Trustee Sexton met with the Youth Services Coordinator, Lauren Baker, and Teen Librarian, Jessica Keeler, last month to discuss how to create a collaboration between the librarians at the Plymouth schools and the librarians at the Plymouth District Library. The objective would be a coordination of supportive programs

7. Committee Reports

- 7.1 Building Committee – No Meeting
- 7.2 Personnel Committee - No Meeting
- 7.3 Goals Committee - No Meeting
- 7.4 Finance Committee - No Meeting
- 7.5 VEBA Committee - No Meeting

8. Old Business –

8.1 Financial Policy, Third Reading

- Director Anderson spoke with Chuck Anderson from MiCLASS, an investment pool. He gave Director Anderson suggestions on what the Library may want to include in its financial policy
- Trustee Khogali asked what the next steps will be regarding the updating of the Financial Policy. He feels comfortable moving forward with approval at the next meeting
- Trustee Walsh asked if the hiring of a full-time person must be approved by the Board. Trustee Pappas said the approval of hiring personnel is under the Director's jurisdiction not the Board's

8.2 Board By-Laws, Second Reading

- Trustee Khogali spoke of the importance of reviewing the By-Law policies, since these policies govern the Board's actions. Any updates to the By-Laws will be reviewed in April's board meeting

9. New Business -

9.1 Column Painting Quotes

- Facilities Manager Yong Heo stated his reasons for selecting Green Earth Coatings as the preferred vendor to fix the outside structural columns

Resolved by Trustee Pappas, seconded by Trustee Walsh, to approve hiring Green Earth Coatings to repair and paint the structural columns in the front and rear of the building at a price of \$8,350.00

Roll Call:

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

RESOLUTION: PASSED

9.2 Technical Services Department Spotlight

- This item was removed from the agenda

9.3 Objectives, First Quarter Review

- Director Anderson reviewed the Library's first quarter progress in meeting its objectives for year 2022. Library staff have been actively involved in incorporating the objectives set forth in year 2022's goals

10. Adjourn -

Resolved by Trustee Anderson; seconded by Trustee Pappas to adjourn the meeting at 8:50 p.m.

AYES: 6

NAYS: 0

RESOLUTION: PASSED

Jean Walsh, Secretary

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