

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday October 18, 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, Khogali, Morrison, Pappas, Sexton, Walsh

ABSENT: Trustee George

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director, Eric Klute, IT Coordinator

PUBLIC: Mr. Vaz – Plymouth, MI
Ms. Jessica Yaser – Plymouth, MI
Mr. Picard – Plymouth, MI

2. Approve agenda –
 - Director Anderson informed the board that Agenda item 9.5 is being removed from this meeting's agenda

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of September's regular meeting -

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

AYES: 6

NAYS :0

PASSED

4. Public comment –

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

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

- President Khogali asked when the results from the forensic accounting will be made available. Director Anderson expects to have feedback from Plante Moran for next month's board meeting
- Any deferred revenue not used this year will be moved to next year's projects

Resolved by Trustee Sexton; seconded by Trustee Pappas to accept the financial report and to approve for payment check numbers 31181 through 31295 and September's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Director's Report –

- With summer ending, there was an expected decrease in usage for eResources and physical items. However, databases did increase by 15%.
- In-person participation in library programs has been increasing
- The Fall Festival drew a large crowd to the PDL booth. During the weekend festival, patrons completed over 500 craft projects
- Youth iPads, expected to arrive soon, will be secured in place at workstations.
- The Library is attempting to merge all printer/copier maintenance contracts into one contract with one vendor.
- At this time, bids for products and services are coming in higher than expected due to inflation.
- Trustee Khogali expressed his interest in seeing the Friend's Room receive technology upgrades when the Walldorf and Dunning Rooms are upgraded.
- To reduce vendor expenses, the Library is considering the purchase of a carpet extractor for in-house vacuuming and carpet cleaning.

6.1 Trustee Reports - None

7. Committee Reports - None

8. Old Business –

8.1 Update to Fines & Fees Schedule

- Director Anderson stated our current copiers do not have a function that allows the first 10 copies to print for free.

Resolved by Trustee Morrison, seconded by Trustee Pappas, to update the Fines & Fees Schedule to reflect copying will remain a pay-per-page service

AYES: 6

NAYS: 0

PASSED

8.2 Borrowing Policy, Approval

Resolved by Trustee Walsh, seconded by Trustee Morrison, to approve the updated Borrowing Policy

AYES: 6

NAYS: 0

PASSED

9. New Business –

9.1 Internet & Device Use Policy, First Reading

- Eric Klute, IT Coordinator, reviewed the new policy with the board members
- The Library does filter all youth computers

9.2 Privacy Policy, First Reading

- The Library currently does not have a Privacy Policy in place

- Eric Klute, IT Coordinator, reviewed the proposed Privacy Policy with the board members

9.3 Copier Replacements

- Since a copier was donated to the Library, only three of the current four outdated copiers need to be replaced using Library funds. Assistant Director Bell recommends a lease agreement on new machines to maintain solid performance for staff and the public.

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve leasing 3 copiers from Leader Business for 5 years. The annual cost of the lease is \$7,104. The estimated cost for copies per year is \$4,500. Total annual costs are estimated at \$11,600 per year

Roll Call:

AYES: Trustees Anderson, Khogali, Morrison, Pappas, Sexton, Walsh 6

NAYS: 0

ABSENT: Trustee George

RESOLUTION: PASSED

9.4 Meeting Room Technology Upgrades

- Sound Planning Communications has been recommended to replace and upgrade the audio visual equipment in the Walldorf and Dunning meeting rooms

Resolved by Trustee Morrison, seconded by Trustee Anderson, to approve hiring Sound Planning Communications from Redford, MI to replace and upgrade the audio visual equipment in the Walldorf and Dunning meeting rooms. The total cost of the project is \$78,609.00

Roll Call:

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

RESOLUTION: PASSED

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10. Adjourn -

Resolved by Trustee Morrison; seconded by Trustee Pappas to adjourn the meeting at 8:55 p.m.

AYES: 6

NAYS: 0

PASSED

Trustee Walsh, Secretary