

PLYMOUTH DISTRICT LIBRARY BOARD

Public Hearing on the
2023 Proposed Library Budget and 2022 Millage Rates at the
Regular Meeting, Tuesday September 20, 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, Walsh

ABSENT: None

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director; Katie Page, Technical Services Coordinator; Heather Pacheco, Community Services Coordinator

PUBLIC: Mr. Vaz – Plymouth, MI
Ms. Jessica Yaser – Plymouth
Mr. Ron Picard – Plymouth
Ms. Sheryl Picard – Plymouth
Ms. Kate Shortal,- Plymouth
Ms. K. Shea, Plante Moran
Mr. Brian Camiller, Plante Moran

2. Approve agenda –

- Director Anderson informed the Board that the regular meeting will close and the Public Hearing for the 2023 Budget will open prior to Agenda #8.1
- Director Anderson stated Agenda #9.5 will address the Email Marketing Quote. The Server Quote is slated for next month

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

AYES: 7

NAYS: 0

PASSED

3. Approve minutes of August's regular meeting -

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

AYES: 7

NAYS: 0

PASSED

4. Public comment -

- Mr. Picard expressed his concerns about the Library's allowing one-sided presentations without representation from opposing viewpoints

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

- The penal fines arrived this week, allowing the Library to wrap up its revenue for the year. Penal fines will be a less reliable source of revenue moving forward
- Trustee Morrison asked about check #31163, payable to Jo-Ann Stores. This check paid for the new online resource Creativebug, which has thousands of high quality tutorials on arts and crafts. This was paid for by the Bosch Community Fund
- Paws and Effects utilizes a therapy dog to assist children with reading out loud. Each child is given a fifteen-minute slot to read to a dog

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

AYES: 7

NAYS: 0

PASSED

Resolved by Trustee Sexton; seconded by Trustee Morrison to approve for payment check numbers 31105 through 31180 and August's payroll and retirement transfers and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

6. Director's Report –

- Director Anderson reported physical collections continue to trend upwards. Programs are being put in place to maintain this upward trend during the slower fall season
- Baker & Taylor, the library's primary book vendor, was down for a few weeks due to a cybersecurity breach. This caused some disruption in ordering and processing books. Everything is back up and running smoothly. The library vetted other vendors during this downtime and is in a better position if there are future disruptions with a particular vendor
- The Library staff continues to maintain connections with the community through outreach programs, back-to-school functions, community donation drives, and participation in public school activities such as Bird Elementary Meet-the-Teach Night
- The IT Department is working on the purchase of new servers and expects to present the board with a quote next month
- Open personnel positions have been filling up
- The staff received many helpful tips during the Active Shooter Response Training courtesy of PCCS

6.1 Trustee Reports –

- Trustee Walsh and Trustee Sexton assisted at the Library's Fall Festival activities and said it was well put together
- Trustee Khogali thanked Tim Sherman and Heather Pacheco for their efforts
- Trustee Khogail thanked the League of Women's Voters for their voter registration booth

7. Committee Reports - none

Resolved by Trustee Anderson, seconded by Trustee Morrison to close the Regular meeting and open the Public Hearing for the 2023 Budget at 7:56 p.m.

AYES: 7

NAYS: 0

PASSED

The Public Hearing on the 2023 Proposed Library Budget was called to order to receive citizen comments.

Public Comments-

- Mr. Vaz commented on the 2023 Budget. His comments may be found in the September 2022 meeting minutes, located in the Administration Office
- Director Anderson said the library will be using a new tool that allows the library to make use of patron records to enhance data driven decision making in the future
- Director Anderson said expenditures over \$5,000 are first brought to the board for approval. Multiple quotes are provided

Resolved by Trustee Pappas, seconded by Trustee Anderson to close the Public Hearing of the 2023 Budget and open the Regular Library Board meeting at 8:08 p.m.

AYES: 7

NAYS: 0

PASSED

8. Old Business –

8.1 2022 Millage Resolution

Resolved by Trustee Pappas, seconded by Trustee Anderson, to approve the 2022 Millage rate at 1.428

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7
NAYS: 0
ABSENT: 0

RESOLUTION: PASSED

8.2 2023 Operating Budget Approval

- Director Anderson reviewed the 2023 Budget with the board. There were no questions

Motion by Trustee Pappas, seconded by Trustee Morrison to approve the Plymouth District Library's 2023 Budget in the amount of \$4,074,000.00

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7
NAYS: 0
ABSENT: 0

RESOLUTION: PASSED

9. New Business –

9.1 2023 Fines & Fees

- Director Anderson presented statistical data showing the number of libraries that currently do not charge fines and fees
- Eliminating the fines and fees is in alignment with the library's strategic goal to "promote equity across our community and contribute to a welcoming, inclusive environment for all"
- The Board asked that the removal of fines and fees begin October 1, 2022

Resolved by Trustee Pappas, seconded by Trustee Morrison to approve the Fines & Fees Schedule beginning October 1, 2022, removing overdue fines on all Plymouth District Library materials

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh	7
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

9.2 2023 COLA

- The Library will align its pay scale to accommodate Michigan's new minimum wage

Resolved by Trustee Pappas, seconded by Trustee Anderson, to approve the cost-of-living-adjustment (COLA) as accounted for in the 2023 budget proposal with an effective date of January 1, 2023.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7
NAYS: 0
ABSENT: 0

RESOLUTION: PASSED

9.3 Accounting Services Quote Approval

- Brian Camiller of Plante Moran discussed the accounting services Plante Moran offers and spoke on how these services will benefit the library

Resolved by Trustee Sexton, seconded by Trustee Pappas, to approve hiring Plante Moran to tidy up the Library's financial records and work with the Library on a regular basis to provide support in General Ledger upkeep, monthly financial reporting, and audit prep

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7
NAYS: 0
ABSENT: 0

RESOLUTION: PASSED

9.4 HVAC Preventive Maintenance Agreement

- Yong Heo, Facilities Manager, is recommending hiring Robertson Morrison to provide preventative maintenance on the library's HVAC mechanical systems

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve hiring Robertson Morrison, Inc. from Ann Arbor, MI to perform preventative maintenance on the HVAC mechanical systems. The cost of the project is \$6,500.00

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7
NAYS: 0
ABSENT: 0

RESOLUTION: PASSED

9.5 Email Marketing Quote

- Heather Pacheo, Community Relations Coordinator, spoke of the importance of email marketing. Maintaining awareness of the library resources throughout the community is one of the library's goals. Email marketing is one of the primary means of communication with the community

Resolved by Trustee Walsh, seconded by Trustee Sexton, to approve the annual subscription contract for Orangeboy at the rate of \$7,500 per year plus a \$1,000 implementation fee

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh 7
NAYS: 0
ABSENT: 0

RESOLUTION: PASSED

9.6 Borrowing Policy, First Reading

- Katie Page, Technical Services Coordinator, reviewed the Library's borrowing policy and highlighted the changes that are being made to the policy

9.7 3rd Quarter Objective Review

- Director Anderson went over the 3rd quarter goals, explaining how each of these goals were met or are in the process of being met

10. Adjourn -

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

AYES: 7

NAYS: 0

PASSED

Jean Walsh, Secretary