

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday January 17, 2023, 7:30 p.m.

Hybrid Meeting In-Person and Using Zoom

Prior to the start of the meeting, Trustees Khogali, Pappas, Sexton and newly elected Trustee Yaser read their oaths of office

1. Call to order and attendance – President Khogali called the meeting to order at 7:33 p.m.

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

ABSENT: None

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

PUBLIC: Mr. Vaz – Plymouth, MI

2. Election of Officers

Library By-Laws call for election of officers at the January meeting. The current officers are President Khogali, Vice-President Pappas, Treasurer George, and Secretary Walsh. All have served a two-year term in office and, under Board by-laws, are not eligible to serve another term in the same office.

President:

President Khogali nominated Trustee Pappas for the position of President. Trustee Morrison, seconded it. There were no other nominations; nominations were closed.

AYES: 7

NAYS: 0

PASSED

Vice-President:

Trustee Khogali nominated Trustee Walsh for the position of Vice-President. Trustee Sexton, seconded it. There were no other nominations; nominations were closed.

AYES: 7

NAYS: 0

PASSED

Treasurer:

Trustee Pappas nominated Trustee Khogali for the position of Treasurer. Trustee Walsh, seconded it. There were no other nominations; nominations were closed.

AYES: 7

NAYS: 0

PASSED

Secretary:

Trustee Khogali nominated Trustee Sexton, for the position of Secretary. Trustee George, seconded it. There were no other nominations; nominations were closed.

AYES: 7

NAYS: 0

PASSED

The Officers for 2023 are:

President – Michael Pappas

Vice President – Jean Walsh

Treasurer – Yasir Khogali

Secretary – Beth Sexton

3. Approve agenda –

- Director Anderson moved Agenda Item #10.3, Board By-Law Legal Review, to next month's meeting

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

AYES: 7

NAYS: 0

PASSED

4. Approve minutes of December's regular meeting -

Resolved by Trustee George, seconded by Trustee Walsh, to approve the Minutes of December's regular meeting.

AYES: 7

NAYS: 0

PASSED

5. Public comment –

- Ron Picard emailed Director Anderson, asking her to share the following two comments:
 - One of the library's employees was very helpful in assisting him with his printing needs
 - He signed up for the Social Security but was unable to attend. He would like programs to be recorded so those not able to attend may follow-up by listening to the recording
- Mr. Vaz congratulated all the newly elected officers. His comments and suggestions may be found in the January 2023 meeting minutes, located in the Administration Office

6. Financial report and list of December's bills –

- The Library received its Winter Tax and Delinquent Tax collections
- Funds were transferred to the VEBA account to cover liabilities related to retiree insurance
- The Library incurred some larger end of year payments, such as those paid out to Sound Planning, Lansing Sanitary Supply and Plante Moran

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

AYES: 7

NAYS: 0

PASSED

Resolved by Trustee Walsh; seconded by Trustee Khogali to approve for payment check numbers 31437 through 31545 and December's payroll and retirement transfers and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

7. Director's Report –

- The popularity of digital reading, eResources and database usage, is continuing to increase
- Meetings, both virtual and in-house, are on the rise

7.1 Trustee Reports - None

8. Committee Reports - None

9. Old Business – None

10. New Business –

10.1 Board Assignments

- Director Anderson and the board reviewed the committees

The board member assignments are as follows:

Personnel - Sexton, Walsh, Yaser

Goals – George, Sexton, Walsh

Building – George, Morrison, Yaser

Director Evaluation – George, Khogali, Pappas

Finance – Khogali, Morrison, Walsh

VEBA - Morrison, Pappas, Sexton

- Board members were asked to volunteer to sign checks for 2023

The board member check assignments are as follows:

Jan – April Pappas, Yaser

May – August George, Sexton

Sept – Dec Morrison, Walsh

10.2 Acceptance of Gifts, July – December 2022

- Director Anderson reviewed the gifts received by the Library for July – December of 2022

Resolved by Trustee Walsh, seconded by Trustee Morrison, to accept gifts received by the Plymouth District Library from July 1, 2022 through December 31, 2022. Totaling: \$135,648.96

AYES: 7

NAYS: 0

PASSED

10.3 Board By-Laws Legal Review, First Reading

- Will be discussed next month

10.4 2022 Annual Report

- With the COVID-19 pandemic subsiding, the Library was able to transition back to providing full services
- The Annual Report provided a snapshot of the Library's financial statement, its participation and engagements throughout the year and future strategic goals and objectives

11. Adjourn –

Resolved by Trustee Khogali; seconded by Trustee Morrison, to adjourn the meeting at 8:35 p.m.

AYES: 7

NAYS: 0

PASSED

Trustee Sexton, Secretary