

# PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday February 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 Khogali, Morrison, Pappas, Sexton, Walsh, Yaser

ABSENT: Trustee George attended via Zoom

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

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of January's annual meeting -

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

AYES: 6

NAYS: 0

PASSED

4. Public comment – None

## 5. Financial report and list of January's bills –

- Plante Moran's review of statement activity for 2021 resulted in finding \$35,000 that was over reported in expenditures. This finding has increased the balance of the General Fund by \$35,000
- The Library is pleased with the current rate of return earned by the Michigan Class account
- Director Anderson explained the series of voided checks, which occurred due to double sided printing

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve the financial statement for January and payment of check numbers 31546 through 31628 and January's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

## 6. Director's Report –

- The Library's online newsletter is reaching approximately 20,000 people. Statistics show 40% of those viewing the newsletter were actively engaged with the online newsletter
- Usage of physical collections continues to increase
- The Library's Home Delivery, focusing primarily on the elderly, helps connect the Library with those homebound
- Over 200 COVID Test Kits have been distributed, with a new order of kits on its way
- The Library is planning to offer free fax services to its patrons soon
- The Library will be introducing its new website March 1, 2023
- Staff Day was an overall positive experience for the staff

### 6.1 Trustee Reports

- Trustee Sexton virtually attended the ALA Winter Conference on January 28<sup>th</sup>. She mentioned that the author talks were amazing and enlightening
- Trustees Walsh and Sexton attended the Trustee workshop, with a focus on finances. They found it very informative
- Trustee Walsh attended Staff Day and found the presentation on autism informative and Staff Day itself enjoyable
- Trustee Yaser found 2 virtual seminars, Climate Change and its Local Effects and Millennials & Money, to be very informative

### 7. Committee Reports

#### 7.1 VEBA Committee – February 6, 2023

- The committee has been looking into investing in individual bonds for a greater return on its investments. The committee decided to review the investments twice a year

### 8. Old Business –

#### 8.1 Board By-Laws, Approved

- Director Anderson reviewed the recommended changes to its By-Laws. The changes did take into account public suggestions

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve the recommended changes to the Board By-Laws

#### Roll Call:

AYES: Khogali, Morrison, Pappas, Sexton, Walsh, Yaser	6
NAYS:	0
ABSENT: Trustee George	1
RESOLUTION: PASSED	

9. New Business –

9.1 Payroll- HR Vendor, Approval

- The Library’s current provider, ADP, continues to create a myriad of issues concerning payroll
- The benefits of switching from ADP to BambooHR & Payroll were presented to the board for consideration and approval
- BambooHR & Payroll has offered the Library a 25% discount, reducing the implementation fees from \$3,000 to \$2,250, if a contract is signed now

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve using BambooHR & Payroll for the Library’s HR and Payroll solutions. The implementation fee is \$2,250.00, with anticipated annual fees of \$11,500.00

Roll Call:

AYES: Khogali, Morrison, Pappas, Sexton, Walsh, Yaser 6

NAYS: 0

ABSENT: Trustee George 1

RESOLUTION: PASSED

9.2 Special License Application, Approval

- The Library would like to serve beer and wine during its April 29, 2023 Centennial Gala Celebration. In order to do so, a special license must be purchased through Michigan Department of Licensing and Regulatory Affairs (MLCC)

Resolved by Trustee Walsh, seconded by Trustee Yaser, to approve the Library's applying for a special license from the State of Michigan to serve guests wine and beer at the April 29, 2023 Centennial Gala Celebration

AYES: 5

NAYS: 0

ABSTAIN: 1

PASSED

10. Adjourn -

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

AYES: 6

NAYS: 0

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Trustee Sexton, Secretary