

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday April 18, 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 George, Khogali, Morrison, Pappas, Sexton, Walsh, Yaser

ABSENT: None

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

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

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

AYES: 7

NAYS: 0

PASSED

3. Approve minutes of March's regular meeting -

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

- Trustee Khogali abstained since he was not present at the March meeting

AYES: 6

ABSTAINED: 1

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz expressed his concerns about the approval process used to update the By-Laws. His specific comments may be found in the April 2023 meeting minutes, located in the Administration Office

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

- The Library received its Winter Tax Collection money from the City and Township
- The Library's Michigan Class account is continuing to generate a respectable rate of return with earned income for the first quarter at \$4,312.22
- The Library's CFCU account, a 3-year CD, earned \$3,867.78 in the first quarter. The Library will have access to these funds in 2025

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

AYES: 7

NAYS: 0

PASSED

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve for payment check numbers 31704 through 31774 and March's payroll and retirement transfers and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

6. Director's Report –

- Physical and digital collection figures rose significantly in the month of March
- "PI Day" was well received with over 100 patrons participating
- The blood drive, hosted at the library, exceeded expectations
- The library is offering teens the opportunity to participate in a new Teen Volunteer program while gaining service hours
- Ticket sales for the library's Centennial Gala are doing well

6.1 Trustee Reports - None

7. Committee Reports

7.1 VEBA – Next meeting, May 1

8. Old Business –

8.1 1st Quarter Objective Review

- The library is moving toward achieving its 2023 objectives. Director Anderson reviewed each objective's progress with the board

9. New Business –

9.1 Landscape Design Additional Services, Approval

- The library is in need of site plan approval, construction documentation and construction administration to help implement its ground improvement project
- Insite Design Studio, who provided the initial design of space and selection of materials and with whom the library has had a successful relationship, is the logical choice for these additional services

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve the attached quote from InSite Design Studio for Construction Administration, not to exceed \$34,840.00

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Sexton, Walsh, Yaser 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.2 Roof Access Ladder Quote, Approval

- A safer and more stable way of accessing the roof is needed, beginning with the construction of a new roof access ladder that meets the library's safety specifications
- The Facilities Supervisor, Yong Heo, is recommending hiring Williams Brothers Corporation of America to build a custom ladder

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve the purchase of the custom roof access ladder from Williams Brothers Corporation of America for \$5,844.00

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Sexton, Walsh, Yaser 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.3 Roof Access Demo/Construction Quote, Approval

- Prior to installing the new custom-built ladder, the current roof access panel needs to be removed and the area reinforced
- The Facilities Supervisor, Yong Heo, is recommending hiring City Contracting Services to remove the current access panel, construct additional framing and install the new custom-built ladder

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve hiring City Contracting Services for the demolition of the current access panel, construction of additional framing and installation of the custom ladder totaling: \$8,000.00

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Sexton, Walsh, Yaser 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.4 Telehealth Coverage for Staff, Approval

- Based on staff surveys, a significant number of staff would appreciate access to online healthcare services
- Director Anderson is recommending enrolling in Teladoc's Healthiest You online program

Resolved by Trustee Khogali, and seconded by Trustee Morrison, to approve offering full-time/part-time staff the opportunity to participate in an online healthcare service, Healthiest You, provided by Teladoc.

A \$5.00 annual application fee will be required of all participants with the library covering the rest of the monthly payments in full. The library's 2023 anticipated cost is \$3,108 and would be \$6,216 annually thereafter.

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Sexton, Walsh, Yaser 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.5 Wellness Room Construction, Quote, Approval

- The project to renovate the unused lower level copy nook into a Wellness Room was included in this year’s budget
- Facility Supervisor, Yong Heo, is recommending hiring DTS Contracting, Inc. to complete the Wellness Room renovation

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve hiring DTS Contracting, Inc. for the construction of the lower level Wellness Room for a total of \$5,520.00

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Sexton, Walsh, Yaser 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

10. Adjourn -

Resolved by Trustee Walsh; seconded by Trustee Sexton to adjourn the meeting at 8:59 p.m.

AYES: 7

NAYS: 0

PASSED

Trustee Sexton, Secretary