

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday June 20, 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, Pappas, Sexton, Yaser

ZOOM ATTENDANCE: Trustee George

ABSENT: Trustees Morrison, Walsh

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

PUBLIC, In-Person: Mr. Vaz – Plymouth, MI

Mr. Jack Wilson – Plymouth, MI

Ms. Kate Farwell, Andrews Hooper Pavlic (AHP), PLC

PUBLIC, via ZOOM: Ms. Sue Feinstein, MERS Regional Manager

2. Approve agenda –
 - Director Anderson added two items to the agenda, #9.7 Construction & Access Easements and #9.8 Director's Evaluation

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve the agenda as amended

AYES: 4

NAYS: 0

PASSED

3. Approve minutes of May's regular meeting -

Resolved by Trustee Khogali; seconded by Trustee Yaser, to approve the Minutes of May's regular meeting.

AYES: 4

NAYS: 0

PASSED

4. Public comment –

- Mr. Jack Wilson suggested making it easier for people to find the information needed to access the board meetings if using zoom. He also asked if public comments could be included in the minutes for better transparency

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

- Director Anderson is working with Plante Moran to make the best use of the Library's Michigan Class account to increase interest on investments in the coming year. She will present a plan next month on how Michigan Class can support the library with additional revenue streams
- Trustee Yaser asked if the Payroll and Retirement Transfer should be May instead of April. Director Anderson said the Library pays for April in May and is therefore reported on the May financials

Resolved by Trustee Khogali; seconded by Trustee Yaser, to accept the financial report, approve for payment check numbers 31852 through 31956 and approve May's payroll and retirement transfers and monthly interest notices.

AYES: 4

NAYS: 0

PASSED

6. Director's Report –

- This month's dip in physical circulation figures closely follows the trend for the past two years. Looking at this trend will help the Library prioritize collection-based projects
- The dip in databases may be due to an increase in usage at the local schools
- The Computer Lab has gone through reorganization
- The Library welcomed the Teen STEM Corps on June 16th

9.2 2022 MERS Actuarial Valuation, Presentation

- Ms. Sue Feinstein, Regional Manager of MERS, reviewed the Library's 2022 Actuarial Report with the board
- While costs keep growing, the Library remains in an underfunded status
- Investment losses in 2022 contributed to the Library's underfunding

9.3 Friends, Memorandum of Understanding (MOU), Approval

- The MOU provides the Friends of the Library a way to solicit online donations by making use of the Library's online payment system

Resolved by Trustee Khogali, seconded by Trustee Yaser, to approve the Memorandum of Understanding as stated

AYES: 4

NAYS: 0

PASSED

9.4 Pay Grade Adjustments, Approval

- Director Anderson would like to recognize staff who have exhibited professional growth by "adding value" to the current Pay Grade structure to reflect their achievements

Resolved by Trustee Yaser, seconded by Trustee Khogali, to approve the recommended updates to the Pay Grade structure, effective July 2023

AYES: 4

NAYS: 0

PASSED

9.5 LinkedIn Learning, Approval

- We pay LinkedIn Learning annually. This subscription is funded by the BOSCH Community Fund

Resolved by Trustee Khogali, seconded by Trustee Sexton, to approve paying \$7,000.00 for a 07/01/23 – 06/30/24 subscription with LinkedIn Learning. This subscription is covered by the recent grant secured from the BOSCH Community Fund.

Roll Call:

AYES: Trustees, Khogali, Pappas, Sexton, Yaser 4

NAYS: 0

ABSENT: 3

RESOLUTION: PASSED

9.6 Furniture Purchase, Approval

- The weight of the current tables poses a potential risk of injury to staff and public, is a time consuming task and causes undue wear and tear on the carpet
- Director Anderson has found rolling, flip-flop tables, currently in use by both Canton and Romulus. She is recommending the purchase of these tables
- Director Anderson has found three quotes for purchases these tables and recommends buying the tables through Library Design

Resolved by Trustee Khogali, seconded by Trustee Sexton, to approve accepting the quote from Library Design for 12 Zona tables from Trendway, totaling \$12,600

Roll Call:

AYES: Trustees, Khogali, Pappas, Sexton, Yaser	4
NAYS:	0
ABSENT:	3
RESOLUTION: PASSED	

9.7 Construction & Access Easements

- The Library is in the process of proposing an easement agreement with the City Commission for the purpose of installing the Wilcox Amphitheater on land between City Hall and the Library
- Director Anderson presented the proposed easement agreement to the board for their information

9.8 Director's Evaluation

Motion to go into Closed Session was proposed by Trustee Khogali, seconded by Trustee Sexton at 9:45 P.M.

AYES: 4	NAYS: 0	PASSED
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The board moved out of closed session at 10:02 P.M.

Resolved by Trustee Khogali, seconded by Trustee Sexton to reopen the regular session at 10:03 P.M.

AYES: 4	NAYS: 0	PASSED
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- Director Anderson was awarded a pay increase to \$110,000, beginning July 2, 2023

Resolved by Trustee Khogali, seconded by Trustee Sexton to move the Director's salary to \$110,000, beginning July 2, 2023

Roll Call:

AYES: Trustees, Khogali, Pappas, Sexton, Yaser	4
NAYS:	0
ABSENT:	3
RESOLUTION: PASSED	

10. Adjourn -

Resolved by Trustee Khogali; seconded by Trustee Sexton to adjourn the meeting at 10:05 p.m.

AYES: 4	NAYS: 0	PASSED
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Trustee Sexton, Secretary