

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday October 17, 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; Marshall Draper, Facilities; Esther Rogers, Circulation Clerk; Heather Pacheco, Community Relations & Marketing Coordinator, Zach Hose, Human Resources Specialist

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

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

AYES: 7

NAYS: 0

PASSED

3. Approve minutes of September's regular meeting -

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

AYES: 7

NAYS: 0

PASSED

4. Public comment –

- Holly Hibner, Adult Services Coordinator, welcomed her online students

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

- Trustee Walsh asked for clarification on checks drawn from accounts that appear to be overdrawn. Director Anderson explained it is a false overdrawn amount and that all lines balance by end of the year
- Revenue and expenditures were reviewed with the board
- Investments are continuing to perform well

Resolved by Trustee Khogali; seconded by Trustee Morrison to accept the financial report and approve for payment check numbers 32222 through 32296 and September's payroll and retirement transfers and monthly credit card payments

AYES: 7

NAYS: 0

PASSED

6. Director's Report –

- Circulation activity has shown a decrease in comparison to summer programming activity, as well as a decrease from last year's data for this time of year
- Trustee Yaser asked if parents are aware that library cards are available to 12 year olds. Director Anderson said they are aware
- The library's program aimed at the indigenous population was well attended
- The Halloween Kids Costume Swap was introduced this year and was a huge success with over 80 patrons participating
- The Library is reaching out to local schools to help strength ties with the elementary teachers, as well as reaching out to home schooled students
- The Library hosted representatives from the Michigan Department of Health and Human Services (MDHHS) to help educate people on how to become a foster family
- The Teen Zone will begin updates in 2024

6.1 Trustee Reports - None

7. Committee Reports - None

8. Old Business –

8.1 Fixed Asset Policy, Approval

- The Library’s accountant recommended that the Library create a policy governing the proper management/disposal of capital assets

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve the proposed Fixed Asset Policy, as described in the attached draft

Roll Call:

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

RESOLUTION: PASSED

9. New Business –

9.1 Homeless Outreach Recommendations, Approval

- The members of the Homeless Support Task Force: Marshall Draper, Esther Rogers , Heather Pacheco, and Zach Hose presented their recommendations to the board

Resolved by Trustee Khogali, seconded by Trustee Walsh, to approve the eight recommendations created by the Homeless Support Task Force to better support those experiencing economic insecurity

AYES: 7

NAYS: 0

PASSED

9.2 PA 202 Compliance, Approval

- Director Anderson reviewed the waiver application the library will be submitting, showing the Treasury Department the actions already taken by the library to correct the current course of the pension funding situation
- Director Anderson recommends pledging an additional \$47,000 to the MERS surplus fund, which will effectively double the current surplus fund

Resolved by Trustee Walsh, seconded by Trustee Sexton, to approve the waiver application attached to this proposal and the pledging of additional funds added to the MERS surplus fund totaling \$47,000

Roll Call:

AYES: Trustees George, Khogali, Pappas, Sexton, Walsh, Yaser 6

NAYS: Trustee Morrison 1

ABSENT: 0

RESOLUTION: PASSED

9.3 Transfer to MI Class, Approval

- Director Anderson is recommending, based on a cash flow analysis in conjunction with Plante Moran, the transfer of \$2,500,000 from the library's operating account at Chase to the library's MI Class investment pool account prior to the end of October

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve the transfer of \$2,500,000 from the library's operating account at Chase to the library's MI Class investment pool account before the end of October

Roll Call:

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

RESOLUTION: PASSED

9.4 Teen Zone Chair Quote, Approval

- The Teen Zone is in need of an updated look that still honors the historical nature of the library. Americana chairs, sold by The Library Store, meet the requirements of an updated look while appearing historical in nature. They are also specifically designed for public library use
- Tables for the Teen Zone were found at the Pottery Barn, which complement the Americana chairs

Resolved by Trustee Walsh, seconded by Trustee Morrison, to approve purchasing 19 Americana chairs from The Library Store totaling \$10,439.36 (minus tax) and moving forward with the Contract Grade option from Pottery Barn for two 42" x 120' tables with power for a total of \$9,078 plus shipping

Roll Call:

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

NAYS: 0

ABSENT: 0

10. Adjourn –

Resolved by Trustee Morrison; seconded by Trustee Yaser to adjourn the meeting at 8:45 p.m.

AYES: 7

NAYS: 0

PASSED

Trustee Sexton, Secretary