PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday November 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 George, Khogali, Morrison, Pappas, Yaser

   ABSENT: Trustees Sexton, Walsh

   ALSO PRESENT: Shauna Anderson, Director

   PUBLIC: Mr. Vaz – Plymouth, MI
   Mr. Wilson via Zoom, Plymouth, MI

2. Approve agenda –

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

   AYES: 5   NAYS: 0   PASSED

3. Approve minutes of October's regular meeting -

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

   AYES: 5   NAYS : 0   PASSED

4. Public comment –
   - Director Anderson presented Mr. Wilson's June 2023 comments to the board. The following is a brief synopsis of his comments. His full comments can be found in Addendum A, which is included in the meeting minutes

a) Technology rather than books
b) Board meeting access code
c) Recording meetings
d) Including citizen comments as part of the meeting minutes
e) Advertising board elections
f) Ethics and transparency

5. Financial report and list of October's bills –
   - Tax capture will begin starting in December for 2024
   - The Library has been designated a recipient of funds from the trust of a recently passed away committee member
   - The final transfer of funds to the Michigan Class has occurred. Since the transfer of funds needed to be completed in stages, not all funds were transferred by the end of October

   Resolved by Trustee Khogali; seconded by Trustee Morrison to accept the financial report and approve for payment check numbers 32297 through 32388 and October's payroll and retirement transfers and monthly credit card payments

   AYES: 5   NAYS: 0   PASSED

6. Director's Report –
   - Circulation is back up again
   - The TBS computer system has made Library card activations and signs up much easier. Thanks to the IT Department for implementing the software
   - The author talks were well received

- The library now has a new sublimation printer and just took delivery of a an additional 3D printer
- The library is well pleased with Michigan Hardscape's work on the Wilcox Amphitheater
- Hiring is in process for an IT Technology Specialist, a Marketing Visual Sign Specialist and two new Interns for the winter semester
- Noteworthy: Fern Edgar retired after 32 years of local service to the library

6.1 Trustee Reports - None

7. Committee Reports

7.1   Personnel Committee - November 6, 2023
- Trustee Yaser said the committee discussed the current MERS pension situation. Director Anderson offered 5 different options to help correct the situation and lessen the financial burden to the library
  - The options are removing COLA adjustments for service after January 2024, decreasing the multiplier of the final average compensation, requiring employee contributions, offering employee buyouts, or self-administering the pension plan as the Kent District Library does
- The committee is unable to make a decision until MERS fills out some numbers and answers some committee questions
- The committee will meet again in December

7.2   VEBA Committee – November 6, 2023
- The committee discussed migrating to a potential MERS retirement medical option since most of those involved in the VEBA program are already involved in MERS
- Trustee Yasir asked about the timeline for making a decision. Director Anderson said her goal is to provide stability for the retirees with no timeline currently established

8. Old Business – None

9. New Business –
9.1   2024 Board Meeting Dates Resolution, Approval

Resolved by Trustee Khogali, seconded by Trustee Yaser to establish the calendar of 2024 Library Board Meetings and 2025 Annual Meeting on the third Tuesday of each month at 7:30 p.m.

AYES: 5   NAYS: 0   PASSED

9.2   2024 Library Closings Resolution, Approval
- The library will also be closed on Saturday, May 25, 2024 due to Memorial Day weekend. The resolution will be adjusted to reflect this addition

Resolved by Trustee Khogali , seconded by Trustee Yaser, to approve the adjusted list of Library Closings for 2024 and New Year's Day, January 01, 2025.

AYES: 5   NAYS: 0   PASSED

9.3   Line Item Budget Amendments
- Director Anderson reviewed the budget line item adjustments that have been made for the fiscal year. None of the adjustments change the budgeted lump sum. There may be a few more adjustments made in December to make sure all the budget lines are covered

9.4   Device Use Policy Update, Approval
- This policy update supports the addition of The Lab equipment.

Resolved by Trustee Yaser, seconded by Trustee Morrison, to approve the changes to the Internet & Device Use Policy

AYES: 5   NAYS: 0   PASSED

9.5   Fines and Fees Update
- Director Anderson reviewed the policy updates to give patrons $1.00 per day of free printing/copying

Resolved by Trustee Khogali, seconded by Trustee Yaser, to approve the changes to the attached Fines and Fees Schedule

AYES: 5   NAYS: 0   PASSED

9.6   TLN Reciprocal Borrowing Policy, Approval
- This is a new request by TLN, submitted to all libraries, asking them to officially adopt this policy

Resolved by Trustee Yaser, seconded by Trustee Morrison, to approve the updated TLN Reciprocal Borrowing Policy, as attached

AYES: 5   NAYS: 0   PASSED

9.7   2024 COLA and Pay Grade Update, Approval
- The 2024 COLA and Pay Grade update was included in the announced budget for 2024 fiscal year
- Director Anderson would like the Director's position to be included in the 2% increase in January 2024 and to make use of the pay scale for future Director evaluations
- Trustee Khogali does not agree with the 2% increase in January 2024 for the Director but would like to keep it under advisory in the next Director evaluation in June or July

Resolved by Trustee Khogali, seconded by Trustee George, to approve the recommended COLA and merit based increases and to adjust the current pay scale as of January 2024 to eliminate the current Grade 1, so that the starting wage for library staff will begin at $14.90/hr going forward

AYES: 5   NAYS: 0   PASSED

9.8   Server Quote, Approval
- This purchase was included in the original 2023 budget
- Although Insight's quote is the lowest, the library is disappointed that it has been waiting for almost a year for pre-paid parts to arrive
- Sehi has the product in stock and will be able to deliver by the end of the year

Resolved by Trustee Yaser, seconded by Trustee Morrison, to approve the purchase of a server from Sehi for a total of $5,681.81

Roll Call:
AYES: Trustees George, Khogali, Morrison, Pappas, Yaser   5
NAYS: 0
ABSTAIN: 0
ABSENT: Trustees Sexton, Walsh   2
RESOLUTION: PASSED

9.9   Electrical Work PO, Approval
- The library is working with Danboise for its electrical needs and a new Blanket Purchase Order is needed since the purchases will be over $5,000

Resolved by Trustee Khogali , seconded by Trustee Morrison, to approve the proposed Blanket Purchase Order with Danboise for fiscal year 2023.

AYES: 5   NAYS: 0   PASSED

10. Adjourn –

Resolved by Trustee Yaser; seconded by Trustee Morrison to adjourn the meeting at 8:14 p.m.

AYES: 5   NAYS: 0

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Trustee Khogali, Treasurer

Addendum A

June 20th, 2023 Jack Wilson Comments:

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

The above is how my public comments from the June 20th Board Meeting are documented in the July meeting agenda. After noting the large discrepancy from the above to what was actually discussed, I learned from Ms. Anderson that I had the opportunity to expand on the above and the public comments would be corrected. I would like to take advantage of this opportunity to correct the record (typed for readability and transcription; actual scanned notes used in the meeting attached in separate file):

1) Commented that I felt the library needed to continue to focus on technology rather than books and consider themselves an information sharing service.
   a. 11/20/23 Follow Up Status: None was requested.
2) With that in mind, was disappointed with the Board Meeting access for previous meeting:
   a. Had to do website "search" and found meeting in "About" section of website.
   b. Meeting code was not provided with meeting link.
   c. Month Calendar view did not show Zoom information (as of 11/20, it still doesn't unless the week or day view is selected).
   d. ...difficulty in finding meeting and access almost seemed intended to avoid attendees.
   e. 11/20/23 Follow Up Status:
      i. 11/21/23 Meeting Advertised on homepage of website, with link providing access and passcode...thank you!

3) I questioned why the board meetings weren't recorded, even if not live, why not posted post meeting? I was told this was because of the cost, logistics and/or equipment needed.
   a. Yet Zoom offers free recording of its meetings to the host (and participants if granted permission). Link provided below:
   b. [How to Record a Zoom Meeting (howtogeek.com)](howtogeek.com)
4) I questioned why when citizen comments are made in board meetings, the board doesn't post the comments with the board meeting minutes? Examples cited included the March 21st and April 18th meetings where citizen comments were noted in single sentences, but full content has to be obtained by going to the library business office during business hours.
   a. Note this requirement is:
      i. Inconvenient to the library's members...most of which would not have the time to follow up with an in person visit to the business office.
      ii. Is inconsistent with today's technology which allows a cut and paste of electronically submitted or paper submitted scanned comments (In an 8/18/23 business office meeting with Ms. Anderson, she confirmed that the citizen who commented in the subject meetings always provides a transcript of his/her comments...yet you still have to go to the business office to read them).
      iii. For comments not electronically submitted, it comments would be more accurately recorded if meetings were recorded as requested in point 3) above.
   b. I requested that the meeting minutes in question be revised to include the citizen comments in their entirety.
      i. 11/20/23 Status: No updates to the public comments for the meetings in question have been made...as shown below:

PLYMOUTH DISTRICT LIBRARY BOARD
Regular Meeting, Tuesday March 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 George, *Morrison, Pappas, Sexton, Walsh, Yaser

   *Trustee Morrison arrived @ 7:33 pm

   ABSENT: Trustee Khogali

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

   PUBLIC: Mr. Vaz - Plymouth, MI

2. Approve agenda -

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

   AYES: 5   NAYS: 0   PASSED

3. Approve minutes of February's regular meeting -

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

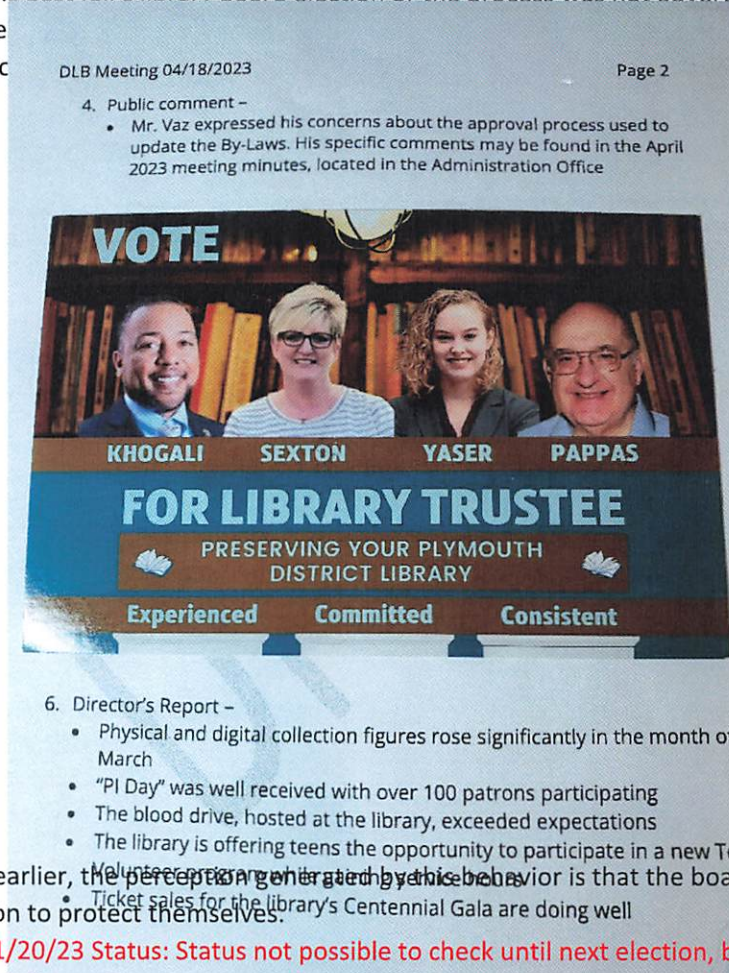   AYES: 5   NAYS: 0   PASSED

4. Public comment -
   • Mr. Vaz spoke about the process the Board used to approve the current By-Laws. . His specific comments and suggestions may be found in the March 2023 meeting minutes, located in the Administration Office

c. I also requested that all board meeting minutes be organized in one place (rather than having to go to each meeting to open the minutes from that meeting).

    i. 11/20/23 Status: No change.

5) Concerned that this past fall's library board election or the process was not advertised on the front page of eithe

    a. Yet four bc ~~~~ ign postcards together.
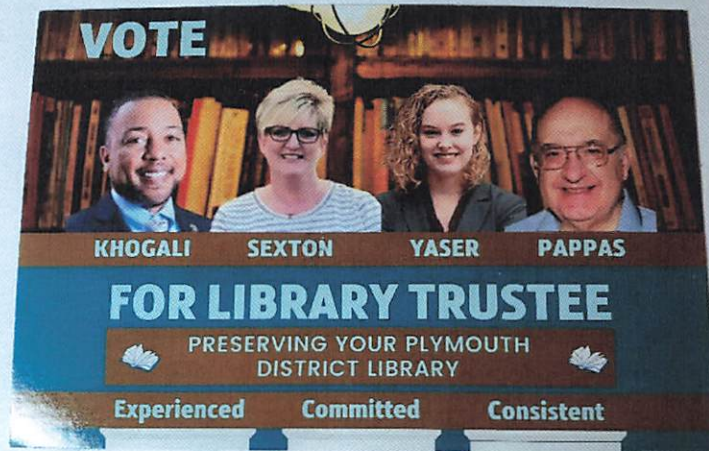

b. As noted earlier, the perception generated by this behavior is that the board is limiting information to protect themselves.

    i. 11/20/23 Status: Status not possible to check until next election, but the board did discuss that this would be considered in the future.

6) I acknowledged that board members are not serving for the money and that for the most part I assume it is a thankless job. I asked the board to keep in mind that it's not only the board's ethics and transparency that is called into question by the actions noted (limiting easy access to board meetings, not recording meetings, suppressing public comments, campaigning together without advertising the election/process, etc.) but their own ethics as well. I asked the board to look themselves in the mirror and consider the issues I have raised.

    a. 11/20/23 Status: Only change noted so far is the advertising of the Board Meeting.

June 20th - 7:30 VAZ

Lib
- Calendar - No info on link
- Board Trustee - Asks for Pw - Not
  - Search in "About"
- Why aren't Public Comments included
  meeting minutes? (March 27) April
  - Admin Office?
- Why not all minutes organized

- Why Does't Lib push each election
  on front page of newsletter?
  - Web page?

- Four incumbents Board members &
  joint campaign info.
  - Partisan? / Political?

- Why aren't meetings recorded?
  - If are, where is the li

Know you aren't doing this for the
likely a thankless job, but it's not
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Why Here?
② ④ - Couldn't join via Zoom
  - No Meeting Code
  - Calendar no Zoom
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① - Technology rather than Books