

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday May 21, 2024, 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, Yaser

ABSENT: Trustee Walsh

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director; Librarian Tim Sherman, HR Specialist Zach Hose; Technical Services Coordinator Mary Kelly; IT Coordinator Eric Klute; Page Lead Hiroko Stolaruk; Technology Specialist Clint Lafferty

PUBLIC: Mr. Vaz – Plymouth, MI

Ms. Kate Farwell, Andrews Hooper Pavlik, PLC

Mr. Jacob Boerner, Andrews Hooper Pavlik, PLC

2. Approve agenda –
 - President Pappas asked that agenda item# 9.1 be moved to #5.1

Resolved by Trustee Pappas; seconded by Trustee Yaser to approve the agenda as amended.

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of April's regular meeting -

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

AYES: 6

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz's comments regarding the Director Evaluation Committee meeting on April 30, 2024 may be found in the May 2024 meeting minutes, located in the Administration Office

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

- There will be another transfer of \$1M from the Chase account to the MI Class account now that all the taxes are in for the year

Resolved by Trustee Khogali; seconded by Trustee Sexton to accept the financial report and approve for payment check numbers 32774 through 32856 and April's payroll and retirement transfers and monthly credit card payments

AYES: 6

NAYS: 0

PASSED

5.1 2023 Financial Audit, Approval

- Kate Farwell and Jacob Boerner of Andrews Hooper Pavlic (AHP), PCL reviewed the 2023 Audit with the Board. The Library received a satisfactory audit rating

6. Director's Report –

- Circulation numbers remain consistent with last year's figures primarily due to the lack of the mobile application
- eResource numbers are on the rise
- Adult programs had a significant increase from the prior month
- The new mobile application testing will begin soon
- The BOSCH Community Fund will be used to hire interns for the Teen STEM internships
- Outdoor upgrades will be completed prior to June 1st
- Trustee George asked about parking lot repairs. Director Anderson stated that repairs are at a stalemate since the City and the Library have not been able to come to an agreement on the transfer of land

6.1 Trustee Reports - None

7. Committee Reports

7.1 Personnel Committee – May 6, 2024

- The Personnel Committee has decided to defer the introduction of the Paid Parental Leave proposal to next month’s meeting

7.2 VEBA Committee – May 6, 2024

- The VEBA Committee will be meeting in July to discuss the proposal for the MERS Health Insurance Marketplace. This transfer could help the Library move all its retirees off the Library’s medical census

8. Old Business –

8.1 ILS Selection Committee Recommendation

- Everyone affiliated with the Library is impacted by the ILS system
- Extensive research by the Committee has resulted in the following recommendations: replace Symphony ILS with Evergreen and replace Enterprise Discovery Layer with BiblioCore
- Implementation is projected to take 6 months

Resolved by Trustee Khogali; seconded by Trustee Morrison to approve replacing Symphony ILS, provided by Sirsi-Dynex, with Evergreen, provided by Equinox Open Library Initiative, for an annual total of \$17,000 and a one-time implementation and data migration fee of \$30,280

Roll Call:

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

RESOLUTION: PASSED

Resolved by Trustee Khogali; seconded by Trustee Morrison to approve replacing Enterprise Discovery with Bibliocore, a product provided by Bibliocommons, for an annual total of \$25,515 and a one-time implementation fee of \$18,833

Roll Call:

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

RESOLUTION: PASSED

8.2 VEBA Amendment Proposal, Approval

- To ensure retirees, who planned on this benefit and have been receiving these benefits, do not lose their benefits, it is recommended to amend the definition of retiree in the VEBA plan

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve amending the definition of a retiree in the VEBA Plan to allow staff who are 55+ and have met the service requirements to receive benefits, back dated to 2019

Roll Call:

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

RESOLUTION: PASSED

9. New Business –

9.1 2023 Financial Audit, Approval

- See Agenda item #5.1

9.2 Health Insurance Renewal, Approval

- While health costs are increasing, coverage is becoming more and more subpar
- One option to help increase coverage and decrease costs involves moving the retirees off the VEBA Plan as mentioned in #7.2
- Director Anderson recommends, for the time being, to continue with the current coverage

Resolved by Trustee Sexton; seconded by Trustee Khogali to approve the Plymouth District Library moving forward with the BCN Healthy Living HMO Platinum 500 Insurance option along with the above listed coinsurance rates

Roll Call:

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

RESOLUTION: PASSED

9.3 Life-Disability Insurance Renewal, Approval

- Director Anderson has been very pleased with the level of service provided by Mutual of Omaha

Resolved by Trustee Yaser; seconded by Trustee Sexton to approve the Plymouth District Library renewing current Life and Disability coverage with Mutual of Omaha

Roll Call:

AYES: Trustees George, Morrison, Pappas, Sexton, Yaser	5
NAYS:	0
ABSENT: Trustees Walsh, Khogali (stepped out)	2

RESOLUTION: PASSED

9.4 Dental-Vision Insurance Renewal, Approval

- Director Anderson recommends staying with Delta of Michigan
- The rate increases were accounted for in the budget for FY 2024

Resolved by Trustee Yaser; seconded by Trustee Sexton to approve the Plymouth District Library moving forward with the Delta Dental and Vision renewal with the above listed coinsurance rates

Roll Call:

AYES: Trustees George, Morrison, Pappas, Sexton, Yaser	5
NAYS:	0
ABSENT: Trustees Walsh, Khogali (stepped out)	2

RESOLUTION: PASSED

9.5 Staff Laptop Quote, Approval

- Eric Klute, IT Coordinator, spoke to the board about the library's decision to move to laptops to provide staff with more mobility

Resolved by Trustee Sexton; seconded by Trustee Morrison to approve the purchase of 15 staff laptops from Sehi for a total of \$16,852

Roll Call:

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

RESOLUTION: PASSED

9.6 VEBA Actuarial Report

- Director Anderson reviewed the actuarial report with the board
- The report concludes that the library's funding is sufficient to meet its liabilities and that the library has an actuarially defined contribution rate of \$0 for this fiscal year

9.7 Blanket Purchase Order Additions

- The library missed adding a few vendors to the Blanket Purchase Order list and is asking approval to add these vendors to the list for 2024
- Danboise's funds need to be changed from \$7,000 to \$13,500 due to the removal of another vendor

Resolved by Trustee Sexton; seconded by Trustee Yaser to approve the proposed list of Blanket Purchase Orders for fiscal year 2024

AYES: 6

NAYS : 0

PASSED

10. Adjourn -

Resolved by Trustee Sexton; seconded by Trustee Morrison to adjourn the meeting at 9:07 p.m.

AYES: 6

NAYS : 0

PASSED

Trustee Sexton, Secretary

DRAFT