

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday June 18, 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, Walsh, Yaser

ABSENT: None

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

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

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

AYES: 7

NAYS: 0

PASSED

3. Approve minutes of May's regular meeting -

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

AYES: 7

NAYS: 0

PASSED

4. Public comment –

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

- The Friends of the Library continue to give generously to the Library
- The Library transferred \$1,000,000 to the MI Class Investment

Resolved by Trustee Khogali; seconded by Trustee Walsh to accept the financial report and approve for payment check numbers 32857 through 32921 and May's payroll and retirement transfers and monthly credit card payments

AYES: 7

NAYS: 0

PASSED

5.1 Flagstar Account Closure and Fund Transfer, Approval

- Director Anderson is requesting to transfer the Certificate of Deposit with Flagstar Bank to the Michigan Class Investment Pool upon its maturity date of July 3, 2024

Resolved by Trustee Khogali, seconded by Trustee Morrison to approve closing the library's Certificate of Deposit with Flagstar Bank on its maturation date of July 3, 2024 and transferring the investment funds to the library's account at Michigan Class Investment Pool

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

6. Director's Report –

- Circulation figures have moved back to 2022's level
- Director Anderson is focusing on increased promotion of the physical collection since it is more economical than the digital collection
- The library's adult programs and volunteerism continue to grow
- The library is actively engaged with its community through multiple outlets such as the Saturday Farmer's Markets and local school events
- Technology improvements continue to enhance patron's experiences
- Landscaping was completed in time for the Amphitheater Ribbon Cutting event. This event was a huge success

6.1 Trustee Reports - None

7. Committee Reports - None

8. Old Business –

8.1 2nd Quarter Objective Review

- 2nd quarter objectives were reviewed with the board

9. New Business –

9.1 Paid Parental Leave Policy, Approval

- Director Anderson reviewed the proposed Paid Parental Leave Policy with the board. This policy was approved by both the library's employment attorney and the Personnel Committee
- The Personnel Committee is recommending adopting this new policy

Resolved by Trustee Kogali, seconded by Trustee Sexton to approve the addition of the Paid Parental Leave Policy

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.2 Friends Work Room, Proposal

- The Friends of the Library board has requested that their work room be renamed the "Cooper Room" after Nan and Bob Cooper. Nan and Bob played an important part in the establishment of the Friends' Used Book Sale

Resolved by Trustee Yaser, seconded by Trustee Morrison to rename The Friends of the Library's workroom, on the lower level, to the Cooper Room, named after Nan and Bob Cooper

AYES: 7

NAYS: 0

PASSED

9.3 2024 Blanket Purchase Order Modification, Approval

- Executive Property Maintenance 's blanket purchase order's dollar amount needed to be increased due to additional work performed by the company

Resolved by Trustee Walsh, seconded by Trustee Yaser to approve the proposed modification of the Blanket Purchase Order for Executive Property Maintenance from \$9,000 to \$13,200

AYES: 7

NAYS: 0

PASSED

10. Adjourn -

Resolved by Trustee Walsh; seconded by Trustee Morrison to adjourn the meeting at 8:10 p.m.

AYES: 7

NAYS: 0

PASSED

Trustee Sexton, Secretary

DRAFT