

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday July 16,, 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, Pappas, Sexton, Walsh

ABSENT: Trustees Khogali, Morrison, Yaser

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

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –
 - The agenda was amended to add New Business #9.6 - Director's Evaluation

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

AYES: 4

NAYS: 0

PASSED

3. Approve minutes of June's regular meeting -

Resolved by Trustee Sexton; seconded by Trustee Walsh to approve the Minutes of June's regular meeting

AYES: 4

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz’s comments about the Director Evaluation policy change and procedures for evaluating the Director may be found in the July 2024 meeting minutes, located in the Administration Office

5. Financial report and list of June’s bills –

- The funds received from the BOSCH Community Fund grant will be used for STEM programs
- The Library received over \$88,000 in delinquent taxes
- Mr. Vaz suggested a smaller font for the Investment table and adding a percentage next to each dollar amount to represent its percentage in relation to the total dollars

Resolved by Trustee Walsh; seconded by Trustee Sexton to accept the financial report and approve for payment check numbers 32922 through 33012 and June’s payroll and retirement transfers and monthly credit card payments

AYES: 4

NAYS: 0

PASSED

6. Director’s Report –

- Circulation has increased, due to the launching of the Summer Reading Program (SRP)
- The SRP kick off had over 2,200 participants
- Youth program attendance is on the rise
- The library is actively engaged in Community events with positive feedback given the library from the Chamber
- The mobile application is set to launch near the end of July
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6.1 Trustee Reports - None

7. Committee Reports - None

8. Old Business – None

9. New Business –

9.1 Grounds Improvement Construction

- The Library received two bids for this project. The two contractors decided to work together and present a combined bid to the Library
- Director Anderson recommends accepting their bid, which came in well-under the initial cost estimate

Resolved by Trustee Walsh, seconded by Trustee Sexton, to approve the combined bid from Appel Environmental Design and Feral Flora totaling \$94,867.00

Roll Call:

AYES: Trustees George, Pappas, Sexton, Walsh 4

NAYS: 0

ABSENT: Trustees Khogali, Morrison, Yaser 3

RESOLUTION: PASSED

9.2 MERS Conference Delegates, Approval

- The MERS Delegate, elected by enrolled staff, for this year is Alice McCardell
- Director Anderson is unable to attend the MERS Conference this year and has selected Mary Kelly, a management level staff member, to take her place at the Conference

Resolved by Trustee Walsh, seconded by Trustee Sexton, to approve Alice McCardell as the Library’s Employee Delegate and Mary Kelly as the Library’s Officer Delegate to the 2024 Annual MERS Conference

AYES: 4

NAYS: 0

PASSED

9.3 Facilities Assessment Quote, Discussion

- Initial quotes were requested of local designers for this project
- After review of the quotes, Director Anderson suggested to take a different approach and ask the Facility Committee to join with relevant staff members to interview potential firms and make a recommendation to the board

9.4 2025 Budget & 2024 Millage Schedule, Approval

- The Budget & Millage schedule was presented to the board for approval

Resolved by Trustee Sexton, seconded by Trustee Walsh, to approve the 2025 Budget and 2024 Millage Approval Schedule

AYES: 4

NAYS: 0

PASSED

9.5 Acceptance of Gifts: January 2024 – June 2024

- Gifts from January through June were presented to the board

Resolved by Trustee Sexton, seconded by Trustee Walsh, to accept gifts received by Plymouth District Library from January 1, 2024 through June 30, 2024. Totaling: \$29,751.81

AYES: 4

NAYS: 0

PASSED

10. Adjourn -

Resolved by Trustee Walsh, seconded by Trustee Sexton to adjourn the meeting at 9:12 p.m.

AYES: 4

NAYS: 0

PASSED

Trustee Sexton, Secretary

DRAFT