

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday August 24, 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, Yaser, Walsh, Khogali

ABSENT: Trustees Sexton, Morrison

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 #9.8 - Irrigation for Centennial Gardens

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

AYES: 5

NAYS: 0

PASSED

3. Approve minutes of July's regular meeting –

Resolved by Trustee Walsh; seconded by Trustee George to approve the Minutes of July's regular meeting

AYES: 5

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz's wished to thank Sandra Young for her years of service and recognize her great work on behalf of the Board. Further comments will be submitted in writing for distribution to the Board.

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

- The Library received a tax settlement from Wayne County of \$88,883.38. Director Anderson will verify with Plant Moran which category and tax year should be applied.
- Director Anderson informed the meeting that PDL is part of a collective of libraries working to correct outstanding penal fine funding over multiple years.
- The Library received a final state aid payment of \$19,291.44.

Resolved by Trustee Khogali; seconded by Trustee Walsh to accept the financial report.

AYES: 5

NAYS: 0

PASSED

Resolved by Trustee Khogali; seconded by Trustee Yaser to approve payment of check numbers 33013 through 33084, July payroll and retirement transfers, and July monthly credit card payments.

AYES: 5

NAYS: 0

PASSED

6. Director's Report –

- The Library successfully launched the PDL mobile application on 25th July with over one thousand downloads thus far and more expected. Once the Evergreen system is in place, analytics should improve.
- A RTU (roof top unit) humidifier drain blockage resulted in a water incident on 12th July. Kudos to the staff who very admirably handled the situation. Emergency repair work was provided at no charge and semi-annual preventative maintenance was completed on both RTUs with no permanent damage to report.
- PDL was closed on 20th July (expectedly) and 22nd July (unexpectedly) due to City of Plymouth works on our shared parking lot which shut off PDL

water supply. Many thanks to the patrons and staff for their patience during these closures.

6.1 Trustee Reports –

The Facilities Committee did not have quorum at its past two meetings, so Trustee Yaser informed those present of Building Committee meetings with architects . Another meeting is scheduled to take place on September 18, 2024, and a review of proposals will take place this fall.

7. Committee Reports –

- 7.1. VEBA Committee met at the end of July to discuss the proposal for MERS to take on administration – *see 9.3*
- 7.2. Building Committee – *see 6.1*

8. Old Business –

8.1. 2024 Millage Presentation

- Director Anderson proposed the maximum allowable operating millage of 1.428 mills.
- There will be a hearing before the next meeting to discuss the millage and budget

8.2. 2025 Budget Presentation

- The proposed operating budget for FY2025 is \$6,090,000, which includes \$1.5m capital expenditure for facility renovations and \$4.59m in regular expenditures covered by our traditional revenue sources.

9. New Business –

9.1 2024 Budget Amendment, Approval

- Due to excess expected revenue, Director Anderson requested approval to increase this year's budget to allow the library to begin interior refresh projects slated for 2025.

Resolved by Trustee Khogali, seconded by Trustee Yaser, to approve the amended 2024 budget as proposed for revenue and expenditures totaling \$4,626,000 from \$4,460,000.

Roll Call:

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

9.2 Social Media Policy, Approval

- Director Anderson noted concerning comments on the library's Facebook page, and worked with the library's attorney to draft a recommended policy outlining appropriate conduct on social media.

Resolved by Trustee Yaser, seconded by Trustee George, to approve the drafted social media policy as written

AYES: 5 NAYS: 0 PASSED

9.3 VEBA Administration Proposal, Approval

- Director Anderson proposed moving aspects of the administration of the retiree healthcare benefit program (VEBA) to MERS and Aptia.
- This move will increase the quality of healthcare choices for current employees while providing comparable benefits for retirees.

Resolved by Trustee Walsh, seconded by Trustee Yaser to approve the implementation of the MERS Healthcare Savings Plan program alongside the Retiree Health Insurance Exchange through Aptia with a \$250 monthly stipend for Medicare-eligible VEBA retirees and their spouses starting 1/1/25.

Roll Call:

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

9.4 Cataloging Software Quote, Approval

- Director Anderson recommended moving from Skyriver to OCLC Cataloging software to save money and provide better library records in the process.

Resolved by Trustee Walsh, seconded by Trustee Khogale, to approve OCLC Cataloging and Metadata subscription for an annual fee of \$6,683.25.

AYES: 5

NAYS: 0

PASSED

9.5 Outdoor Audio Quote, Approval

- Assistant Director Bell presented three quotes for outdoor audio for the Wilcox Amphitheater which will be covered by a new grant from the Wilcox Foundation. Bell recommended the quote from National Communications Corp.

Resolved by Trustee Yaser, seconded by Trustee Khogali, to approve the purchase of an outdoor sound system for the Wilcox Amphitheater if grant funds are received for a total of \$24,963.55

Roll Call:

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

5

NAYS:

0

ABSENT: Trustees Morrison, Sexton

2

RESOLUTION: PASSED

9.6 Scanning Station Quote, Approval

- Assistant Director Bell presented two quotes for comparable scanning stations, since there are only two vendors available for this product. Bell recommended the quote from TBS.

Resolved by Trustee Walsh, seconded by Trustee George, to approve the purchase of scanning station from TBS for a total of \$6,225.00

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

9.7 Waldorf Dunning AV Upgrade Quote, Approval

- Assistant Director Bell presented three quotes for a wireless AV integration known as ClickShare. Bell recommended the quote from Sound Planning.

Resolved by Trustee Walsh, seconded by Trustee Yaser, to approve the purchase of a wireless audio visual component from Sound Planning for a total of \$7,208.02

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

9.8 Irrigation for Centennial Gardens

- Assistant Director Bell requires an addition to a previously approved Blanket Purchase Order from Executive Property Maintenance for the inclusion of new planting beds in the library's irrigation setup, in anticipation of the install for the Centennial Gardens

Resolved by Trustee Khogali, seconded by Trustee Walsh, to approve the update of the blanket PO for Executive Property Maintenance from \$13,200 to \$22,200 to cover irrigation for the Centennial Gardens.

Roll Call:
AYES: Trustees Yaser, George, Khogali, Walsh, Pappas 5
NAYS: 0

ABSENT: Trustees Morrison, Sexton
RESOLUTION: PASSED

2

10. Adjourn -

Resolved by Trustee Walsh, seconded by Trustee Yaser to adjourn the meeting at 9:43 p.m.

AYES: 5

NAYS: 0

PASSED

Trustee Sexton, Secretary

DRAFT