

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday October 15, 2024

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 Yaser, Walsh, Pappas, George

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director; Anne Marie Reilly, Administrative Assistant; Lauren Baker, Youth Services Coordinator; Katy Kramp, Adult Librarian; Eric Klute, IT Coordinator

ABSENT: Trustees Morrison, Khogali, Sexton

2. Approve agenda ~

Resolved by Trustee Yaser; seconded by Trustee Walsh to approve the meeting Agenda

AYES: 4

NAYS: 0

PASSED

3. Approve minutes of the September 2024 regular meeting ~

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

AYES: 4

NAYS: 0

PASSED

- 3.1. Approve minutes of the September 2024 Public Hearing ~

Resolved by Trustee Yaser; seconded by Trustee Walsh to approve the Minutes of September 2024's Public Hearing

AYES: 4

NAYS: 0

PASSED

4. Public comment ~

Mr. John Gorzalski, a resident of Plymouth Township, expressed his concerns for young adults after attending the 2nd Oct 2024 presentation by Deborah E. Mikula, Executive Director of the Michigan Library Association on the MI Right to Read initiative. Director Anderson confirmed that youth library cards have parental controls and invited Mr. Gorzalski to join her for a personal tour of the library to learn more about the rigorous selection process and curating by staff librarians. Trustees present thanked Mr. Gorzalski for attending and bringing his concerns to the Board's attention.

5. Financial Report and list of September bills ~

- The library received an \$8,000 grant from the Relentless Care Foundation for workforce development and a donation of \$12,218 from the Friends of the Library for Q2 programs and events.
- Investments are up.
- Expenditures are in line for the 9th month of the year.

Resolved by Trustee Yaser; seconded by Trustee Walsh to accept the Financial Report.

Resolved by Trustee Yaser; seconded by Trustee Walsh to approve check numbers 33155 through 33209, September payroll, retirement transfers, and monthly credit card payments

AYES: 4

NAYS: 0

PASSED

6. Director's Report ~

- Sept 2024 circulation numbers were on par; however, participation numbers were down across all spheres.
- The Polly Letofsky author event at the Penn went well with 150 participants, and rock painting at the Fall Fest saw 1352 interactions.
- The Library Lab has partnered with Plymouth Historical Museum for an exhibit and with Plymouth-Canton Community Schools to provide 3D printed resources for students with disabilities.

- The Centennial Gardens planting is 90% complete, paver defacement has been resolved, and City pipework remains an issue for the Amphitheater.
- Due to staff departures, the Library is currently hiring for one Page and one Circulation Clerk position.
- Reports from staff who attended recent conferences were shared with the meeting.

6.1 Trustee Reports ~ NONE

7. Committee Reports ~

The Building Committee met on Monday 14th Oct 2024 at 3pm, where two candidates for the role of Architect were interviewed ahead of the Library's interior refit and remodeling project. A presentation to the Board with full details will be forthcoming in the next few months.

8. Old Business ~ NONE

9. New Business ~

9.1. Presentation of Strategic Plan 2025-2028

Director Anderson introduced Lauren Baker, Youth Services Coordinator and Katy Kramp, Adult Librarian as two representatives of the 14 members of the Strategic Planning Committee from across all staffing areas.

Ms. Kramp gave a report of the extensive research, discussion and staff & community involvement put into creating the Library's 2025-2028 Strategic Plan. Over 400 survey submissions were reviewed.

Ms. Baker took the meeting through the results and various findings, linking them to the Library's core values. She and Director Anderson discussed the three Strategic Plan Goals with the meeting. They are:

- Foster connections between residents
- Enhance communication and information sharing
- Contribute to the character of our community

Resolved by Trustee Walsh; seconded by Trustee Yaser to accept the Strategic Plan 2025-2028

AYES: 4

NAYS: 0

PASSED

9.2. End of Year Blanket POs

Resolved by Trustee Walsh, seconded by Trustee Yaser to approve the addition of two proposed blanket purchase orders for fiscal year 2024: \$8,415.20 for TLN, providing an anti-virus IT solution; and \$12,000 for Shaw Construction, providing electrical and masonry projects for Facilities.

9.3. Modified Security Camera Quote Approval

Resolved by Trustee Yaser, seconded by Trustee Walsh to approve the modified purchase of a security camera server from SECURITY 101 for a total of \$24,869.06 as explained by Eric Klute, IT Coordinator.

Roll Call:

AYES: Trustees Yaser, Walsh, Pappas, George 4

NAYS: 0

ABSTAINED: Trustee Sexton 1

ABSENT: Trustees Morrison, Khogali 2

RESOLUTION: PASSED

10. Adjourn ~

Resolved by Trustee Walsh, seconded by Trustee Yaser to adjourn the meeting at 8:26 p.m.

AYES: 4

NAYS: 0

PASSED

Trustee Sexton, Secretary