

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday November 19, 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, Khogali, Sexton

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director; Anne Marie Reilly, Administrative Assistant

ABSENT: Trustee Morrison

2. Approve agenda ~

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve the meeting Agenda with the removal of Item 9.3 Staff Workstation Quote, Approval.

AYES: 6

NAYS: 0

PASSED

3. Approve October Meeting Minutes ~

Resolved by Trustee Yaser; seconded by Trustee Khogali to approve the Minutes of the 15th October 2024 regular Board Meeting.

AYES: 6

NAYS: 0

PASSED

4. Public comment ~ NONE

5. Financial Report and list of October 2024 bills ~

- The library received \$33,204.12 from Wayne County for FY2024 Penal Fines. This does not include back-payments for prior year miscalculations that Wayne County and Library of Michigan are currently working

through. We had budgeted for \$20k from this source. Any excess funds for year-end 2024 will be added to Capital Spending.

- Investments are up. CFCU interest appears as nil for October as it is only applied quarterly.
- Expenditures to date (month 10) are at 78% of the total budget.

Resolved by Trustee Khogali; seconded by Trustee Sexton to accept the Financial Report.

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve check numbers 33210 through 33298, October payroll, retirement transfers, and monthly credit card payments

AYES: 6

NAYS: 0

PASSED

5.1. 2024 Budget Amendment Approval ~

Resolved by Trustee Walsh; seconded by Trustee Sexton to approve increasing revenue and expenditures by \$42,000 and adjusting the amended 2024 Budget as proposed, totalling \$4,668,000.

Roll Call:

AYES: Trustees Yaser, Walsh, Pappas, George, Khogali, Sexton 6

NAYS: 0

ABSTAINED: 0

ABSENT: Trustee Morrison 1

RESOLUTION: PASSED

6. Director's Report ~

- Oct 2024 physical circulation numbers were below last year; however, digital checkouts increased. Combined circulation is at 82% of our yearly goal.
- The Human Library event was a powerful, emotive experience for participants who checked out 47 "books" of personal story encounters.

- October was a busy community engagement month with our biggest public interaction of the year – 2000 individuals – at Plymouth PumpkinPalooza, another hit scarecrow display by Heather Pacheco, 143 math game kits for kids distributed at Farmers Market, and 106 children’s costumes exchanged at the PDL Halloween Costume Swap.
- IT updates include a new outdoor audio system for the Wilcox Amphitheater and a user-friendly ClickShare dongle tech update for Waldorf / Dunning presentations. Facilities had several small projects.
- The Library is currently hiring for a new part-time Facilities Assistant, and our open Circulation Clerk position has been filled by Wendalyn Prather, who will join us on 2nd Dec 2024.
- Reports from staff who attended recent conferences were shared with the meeting.

6.1 Trustee Reports ~

- Trustee Walsh updated the meeting regarding her attendance at the Michigan Library Association (MLA) Conference, which took place in Grand Traverse 16-18th Oct 2024. Attending sessions for the Makers Space Guild was very informative and educational.
- Trustee Khogali welcomed new hires and congratulated Holly Hibner for her Lifetime Achievement Award from MLA and also congratulated and thanked staff celebrating anniversaries, particularly Jill Taylor-Christian, Katy Kramp, and Dorothy Mulroy who are all celebrating over 20 years with the Library.

7. Committee Reports ~

- Building Committee: Director Anderson advised that several Architects and Designers have been interviewed ahead of the Library’s interior refit project. A proposal presentation to the Board will be forthcoming.
- VEBA Committee: Director Anderson provided an update on the success and positive transition ongoing for retirees. Our legal team has made amendments to the 2025 VEBA Plan for better clarification.

8. Old Business ~ NONE

9. New Business ~

9.1. VEBA Plan Amendment, Approval

Resolved by Trustee Yaser; seconded by Trustee Walsh to approved the amended VEBA Plan document as presented effective 01/01/2025

AYES: 6

NAYS: 0

PASSED

9.2. Staff Locker Quote, Approval

Resolved by Trustee Walsh, seconded by Trustee Khogali to approve the purchase of five fully assembled, 9-door, digital lock staff lockers from Global Industrial for a total of \$8,220.00

Roll Call:

AYES: Trustees Yaser, Walsh, Pappas, George, Khogali, Sexton 6

NAYS: 0

ABSTAINED: 0

ABSENT: Trustee Morrison 1

RESOLUTION: PASSED

10. Adjourn ~

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

AYES: 6

NAYS: 0

PASSED

Trustee Sexton, Secretary