

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday December 17, 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; Anne Marie Reilly, Administrative Assistant; Eric Klute, IT Coordinator; Denise Burrows, newly-elected 2025 Trustee; Clare Membiela, Library Law Consultant and Joseph Hamlin, Library Data & Penal Fines Coordinator from *Library of Michigan*; Ali Norris, Government Accounting Consultant from *Plante Moran*.

ABSENT: Trustee Morrison

2. Approval of Agenda ~

Resolved by Trustee Khogali; seconded by Trustee Yaser to approve the December Meeting Agenda with the addition of Item 5.3 PDL Budget Resolution Memo of Understanding Approval

AYES: 6

NAYS: 0

PASSED

3. Approval of Meeting Minutes ~

Resolved by Trustee Walsh; seconded by Trustee Sexton to approve the Minutes of the 19th November 2024 regular Board Meeting.

AYES: 6

NAYS: 0

PASSED

- 3.1. Resolved by Trustee Khogali; seconded by Trustee Walsh to approve the Minutes of the 3rd December 2024 Special Meeting.

AYES: 6

NAYS: 0

PASSED

4. Public comment ~ NONE

5. Financial Report and list of November 2024 bills ~

- PDL received a \$27,900 grant from the Wilcox Foundation for amphitheater audio and signage.
- PDL received \$8,457.87 from The Friends of the Library for 3rd Quarter programs and activities.
- Investments are doing well.
- Expenditures to date (month 11) are at 86% of the total budget.

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

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve check numbers 33299 through 33377, November payroll, retirement transfers, and monthly credit card payments.

AYES: 6

NAYS: 0

PASSED

5.1. Wayne County Penal Fine Discussion ~

The meeting heard from Clare Membiela, Library Law Consultant and Joseph Hamlin, Library Data & Penal Fines Coordinator from Library of Michigan regarding the background, financial history, and position of PDL in the current process to correct the erroneous distribution of penal fines over several years by Wayne County Treasury. PDL is urged to seek legal counsel for its unique position in the process. Libraries effected are being asked to accept or decline the Library of Michigan's offer to pool resources and make group decisions to avoid litigation and complications by 31st Jan 2025.

Moved by Trustee Walsh; seconded by Trustee Yaser to consider participation in the Library of Michigan solution to Wayne County Penal Fine Repayment.

AYES: 6

NAYS: 0

PASSED

5.2. 2024 Budget Amendment, Approval

The meeting heard from Ali Norris, Government Accounting Consultant from Plante Moran, explaining the new governmental accounting rule GASB 96 and the need for entries to be added to PDL budgets to reflect multi-year agreements with vendors.

Resolved by Trustee Khogali; seconded by Trustee Walsh to approve increasing revenue and expenditures by \$250,000 and adjusting the amended 2024 as proposed, totaling \$4,918,000.

Roll Call:

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

NAYS: 0

ABSTAINED: 0

ABSENT: Trustee Morrison 1

RESOLUTION: PASSED

5.3. PDL Budget Resolution Memo of Understanding Approval

Director Anderson and Ali Norris from Plante Moran explained to the meeting the need for clarification in the wording of PDL Budget Resolutions to reflect the reality of action taking place within agreed financial parameters.

Resolved by Trustee Khogali; seconded by Trustee Yaser to accept the Memorandum of Understanding clarifying the definition of “cost center” as stated in the Library’s Budget Resolution, and to more clearly define the Director’s authorized responsibilities.

AYES: 6

NAYS: 0

PASSED

6. Director’s Report ~

- Nov 2024 circulation numbers were up, with the addition of holiday displays.
- Youth participation is high, especially at the popular Messy Play program.
- PDL installed a “Well Wayne Station” free overdose rescue unit outside the building. This is from a Wayne State University and Wayne County initiative to improve public health and prevent overdoses.

- The new catalogue from BiblioCommons launched 12th Dec 2024 to a very positive response.
- Various Facilities upgrades and repairs were carried out in November. We are currently recruiting for a part-time custodial technician.

6.1 Trustee Reports ~

- Trustee Yaser attended a recent Plymouth City Commission Meeting and advised that the works being carried out beside the PDL Amphitheater will shift to the sidewalk route, as approved by the City.

7. Committee Reports ~ NONE

8. Old Business ~ NONE

9. New Business ~

9.1. 2025 Library Closures, Approval

Director Anderson presented an amended list of PDL Closures for 2025: reducing closures to just the Mondays of Memorial Day and Labor Day and extending closures for Art in the Park (July) and Fall Festival (Sept) to both Saturdays and Sundays.

Resolved by Trustee Walsh; seconded by Trustee Sexton to approve the proposed list of library closings for 2025.

AYES: 6

NAYS: 0

PASSED

9.2. 2025 Objectives, Approval

Resolved by Trustee Khogali; seconded by Trustee Yaser to approve the 2025 Objectives as presented.

AYES: 6

NAYS: 0

PASSED

9.3. Fines, Fees and Circulation Schedule, Approval

Resolved by Trustee Yaser; seconded by Trustee Walsh to approve the updated circulation schedule and reaffirm current fines / fees.

AYES: 6

NAYS: 0

PASSED

9.4. 2025 COLA & Merit Raises, Approval

Resolved by Trustee Sexton; seconded by Trustee Khogali: to move circulation clerks to the same pay grade as technical services clerks, beginning the first full pay period in January 2025; to approve a 2% cost of living adjustment to all staff wages, beginning the first full pay period in January 2025; and to approve a 2% merit increase to wages for staff who receive a positive annual performance evaluation, beginning the first full pay period in July 2025.

AYES: 6

NAYS: 0

PASSED

9.5. HVAC Mechanical Quotes, Approval

Resolved by Trustee Walsh; seconded by Trustee Yaser to approve purchasing preventative maintenance service from B&C Ten Air for HAVAC mechanicals for a total of \$17,440.

Roll Call:

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

NAYS: 0

ABSTAINED: 0

ABSENT: Trustee Morrison 1

RESOLUTION: PASSED

9.6. 2025 Blanket Purchase Orders, Approval

Resolved by Trustee Walsh; seconded by Trustee Sexton to approve the proposed list of blanket purchase orders for fiscal year 2025.

Roll Call:

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

NAYS: 0

ABSTAINED: 0

ABSENT: Trustee Morrison 1

RESOLUTION: PASSED

10. Adjournment ~

Resolved by Trustee Khogali; seconded by Trustee Yaser to adjourn the meeting at 9:14 p.m.

AYES: 6

NAYS: 0

PASSED

Trustee Sexton, Secretary