

PLYMOUTH DISTRICT LIBRARY BOARD

ANNUAL Board Meeting,
Tuesday March 18, 2025, 7:30 p.m.

Hybrid Meeting In-Person and Using Zoom

1. Call to order and attendance ~ President Walsh called the meeting to order at 7:30 p.m.

PRESENT: Trustees Sexton, Yaser, Burrows, Walsh, Pappas

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director; Anne Marie Reilly, Administrative Assistant; Loreen Graham, Facilities Coordinator; Alanna Maguire, Plymouth City Commissioner.

ABSENT: Trustees George and Khogali

2. Approval of Agenda ~

Resolved by Trustee Sexton; seconded by Trustee Pappas to approve the March Meeting Agenda.

AYES: 5

NAYS: 0

PASSED

3. Approval of Meeting Minutes ~

Resolved by Trustee Sexton; seconded by Trustee Pappas to approve the Minutes of the 18th February 2025 regular Board Meeting.

AYES: 5

NAYS: 0

PASSED

4. Public comment ~ NONE

5. Financial Report and list of February 2025 bills ~

- The Library received \$1,236,938 from Plymouth Township for property tax collections thru 02/15/2025.

- The Library received \$145,174 from the City of Plymouth for property tax collections thru 01/31/2025.
- The Library received \$162,514 from LCSA [Local Community Stabilization Authority] for their Feb distribution, which has gone in the MI Class account.
- Expenditures to date (two months) are at 13% of the total budget.

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

Resolved by Trustee Yaser; seconded by Trustee Pappas to approve check numbers 33482 through 33535, February payroll, retirement transfers, and monthly credit card payments.

AYES: 5

NAYS: 0

PASSED

6. Director's Report ~

- Feb was a short month and saw an increase in eResources, while our physical collection utilization continued to stall at 13%. We are focusing on reducing hold times on digital service OverDrive (for Kindle) - *see New Business Item 9.5.*
- Program participation was up with a record-breaking Messy Play, well-attended Parade of Preschool event, massive puzzle swap turnout, and a return to form of our Low Vision Support Group cohort.
- Heather Pacheco, PDL Community Relations Specialist, presented the Library's Annual Report to both Plymouth Township and City Commission.
- Facilities have dealt with a high level of work orders and unexpected repairs as well as supporting our staff during office refurbishment.
- The meeting discussed the latest timeline and details of the Building Refresh Update. Staff office decommissioning begins 19 Mar 2025.
- Our new Circulation Lead, Zachary Hay, starts on 24 Mar 2025.
- The meeting discussed implications of the Executive Order issued 14 Mar 2025 as it relates to the Institute of Museum and Library Services (IMLS) funding for Michigan library services. At this time, PDL is not effected. This issue is being monitored.
- Director Anderson informed the meeting of a Ways & Means Committee meeting which touched on the Wayne County Penal Fine situation. This is on-going.

6.1 Trustee Reports ~

Trustee Walsh represented the Board at PDL Staff Day on 17 Feb 2025 and very much enjoyed the experience.

7. Committee Reports ~ NONE

8. Old Business ~ NONE

9. New Business ~

9.1. Employee Handbook Update, Approval

In line with the new Earned Sick Time Act (ESTA), a stipulation sentence has been removed on the Employee Handbook. In compliance with GASB 101 updates, wording clarification was made to floating holiday pay out for terminating employees.

Resolved by Trustee Pappas; seconded by Trustee Sexton to approve the updates to the Library's Employee Handbook as amended.

AYES: 5

NAYS: 0

PASSED

9.2. Technology Policies Update, Approval Tabled

Based on legal advice, it is proposed to split the current "Internet & Device Use Policy" into two separate "Technology" and "Internet" policies.

Due to missing documentation, this agenda item was tabled until the April 2025 Board Meeting.

9.3. Aquarium Bid, Approval

Resolved by Trustee Yaser; seconded by Trustee Pappas to approve Albam Aquariums to install an aquarium on the lower level for a total of \$15,100.

Roll Call:

AYES: 5

NAYS: 0

ABSENT: 2

RESOLUTION: PASSED

9.4. Paging System Bid, Approval

Resolved by Trustee Pappas; seconded by Trustee Yaser to approve the replacement of the Library's paging system through Sound Planning Communications for a total not to exceed \$55,537.05.

Roll Call:

AYES: 5

NAYS: 0

ABSENT: 2

RESOLUTION: PASSED

9.5. Palace Project Proposal, Approval

In order to correct the OverDrive eResource consortium disadvantage for the Library, it is proposed to select a group of PDL eResource users ('Digitarians') to run a trial of the Palace Project app to test its viability as a service.

Resolved by Trustee Burrows; seconded by Trustee Sexton to approve a blanket purchase order for \$6,000 to Lyris for the proposed Palace Project Beta-Test.

Roll Call:

AYES: 5

NAYS: 0

ABSENT: 2

RESOLUTION: PASSED

10. Adjournment ~

Resolved by Trustee Burrows; seconded by Trustee Pappas to adjourn the meeting at 8:29pm.

AYES: 5

NAYS: 0

PASSED

Trustee Yaser, Secretary

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