

PLYMOUTH DISTRICT LIBRARY BOARD

ANNUAL Board Meeting,
Tuesday April 15, 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 George, Khogali, Sexton, Yaser, Burrows, Walsh, Pappas.

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

2. Approval of Agenda ~

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the April Meeting Agenda with the addition of item 9.3 Closed Session.

AYES: 7

NAYS: 0

PASSED

3. Approval of Meeting Minutes ~

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

AYES: 7

NAYS: 0

PASSED

4. Public comment ~ NONE

5. Financial Report and list of March 2025 bills ~

- The Library received \$73,958.90 from Plymouth Township for their final property tax collection settlement.
- The Library received \$298,972 from the City of Plymouth for property tax collections thru 02/28/2025.
- The Library received \$20,007.74 in State Aid funding.

- The MI Class account is increasing by 4% which is encouraging.
- Expenditures to date (first three months) are at 19% of the total budget.

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

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve check numbers 33536 through 33615, March payroll, retirement transfers, and monthly credit card payments.

AYES: 7

NAYS: 0

PASSED

6. Director's Report ~

- For the month of March, circulation numbers were up thanks to excellent new display signage and the 160 adults, 310 kids, and 26 teens who took part in a very successful *March Reading Challenge* program.
- Participation was also high in March with bumper attendance at Youth Librarian Brad Bachelor's *Puppet Show Extravaganza* and Teen Librarian Colleen Kingsbury's after-hours *Extreme Hide & Seek* night.
- The *Check Out an Expert* program launch immediately proved popular and almost doubled PDL volunteer hours.
- Our Technology team has been facilitating staff needs during the office refurbishment, responding to 99 support requests, assisting with the decommission of almost 50 workstations, and retiring an old server.
- Facilities has been playing a central part in the office refurbishment as well as overseeing crucial HVAC and boiler repairs and reviews.
- Motor City Moving completed the decommission of about 30,000 lbs of old office furniture; over 80% of the materials were able to be recycled, leaving minimal landfill waste.
- Director Anderson presented a PowerPoint *Interior Refresh Update* to the meeting, which included draft architectural drawings highlighting proposed upcoming changes to library layout, paint color & style samples, and updates on the building refurbishment already in progress in library office areas.
- The meeting recognized Adult Librarian Alice McCardell's 25 years of service to PDL with gratitude. A congratulatory card was signed by all.
- The Personnel Committee will meet at 7:30pm on Tuesday 6th May 2025 to discuss PDL medical insurance renewal.

6.1 Trustee Reports ~ NONE

7. Committee Reports ~ NONE

8. Old Business ~

8.1. Technology Policies Update, Approval

Director Anderson presented details of the Library's latest Technology Policies Update. Based on legal advice and management review, the original *Internet and Library Device Use* policy has been split into two distinct and expanded policies: *Technology* and *Internet Use*. The generalized phrases and vague references to "behavior around equipment" in the original policy are now replaced with more enforceable, policy-based language across both new policies. The meeting read through all three policy documents and discussed additions and clarifications.

Resolved by Trustee Pappas; seconded by Trustee Khogali to approve introduction of the new *Technology Policy* and *Internet Use Policy* as presented, with typo corrections noted.

AYES: 7

NAYS: 0

PASSED

8.2. 1st Quarter Objective Review

Director Anderson shared progress updates on six previously agreed upon 2025 Objectives, two for each of the following PDL Goals:

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

9. New Business ~

9.1. Blanket Purchase Order Updates, Approval

Assistant Director Melanie Bell presented details of four Facilities vendors requiring increases on December 2024 Blanket POs due to unexpected costs.

Resolved by Trustee Pappas; seconded by Trustee Khogali to approve the addition and modification of the proposed list of Blanket Purchase Orders for fiscal year 2025.

Roll Call:

AYES: 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.2. 2024 VEBA Actuarial Report

Director Anderson presented the latest VEBA Actuarial Report from Watkins Ross dated 31 March 2025. The Actuarially Determined Contribution (ADC) quoted is not recommended, as the report data did not take into account the updated administration of Medicare supplemental benefits that began January 1, 2025 which lowered the costs of the program significantly. The VEBA Committee Meeting scheduled for 5:30pm on Monday 5th May 2025 will delve into this matter further and report back to the Board.

9.3. Closed Session

Resolved by Trustee Khogali; seconded by Trustee Pappas to go into Closed Session at 9:02pm.

AYES: 7

NAYS: 0

PASSED

Resolved by Trustee Khogali; seconded by Trustee Pappas to end the Closed Session and reopen the regular meeting at 9:10pm.

AYES: 7

NAYS: 0

PASSED

10. Adjournment ~

Resolved by Trustee Khogali; seconded by Trustee Sexton to adjourn the meeting at 9:11pm.

AYES: 7

NAYS: 0

PASSED

Trustee Yaser, Secretary

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