

# PLYMOUTH DISTRICT LIBRARY BOARD

ANNUAL Board Meeting,  
Tuesday, May 20, 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.

2. Approval of Agenda ~

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the May Meeting Agenda with the addition of item 7.2 Director Evaluation Committee Report.

AYES: 7

NAYS: 0

PASSED

3. Approval of Meeting Minutes ~

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the Minutes of the April 15, 2025 regular Board Meeting.

AYES: 7

NAYS: 0

PASSED

4. Public comment ~ NONE

5. Financial Report and list of April 2025 bills ~

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

Resolved by Trustee Yaser; seconded by Trustee Sexton to approve check numbers 33626 through 33699, April payroll, retirement transfers, and monthly credit card payments.

AYES: 7

NAYS: 0

PASSED

## 6. Director's Report ~

- Director Anderson reported on April's activities which included: a decrease in circulation (though we remain within 95% of our KPI goals for library usage), high attendance and participation, community outreach at events such as PCCS Mental Health Fair, Specialized Services Fair, Plymouth Chamber Showcase, and Farmers Market, significant work reassembling the staff work areas, preparation for Evergreen ILS migration, and changes to IT staffing structures. There were also many conference attendance reports from staff members.

### 6.1 Trustee Reports ~

- Trustee Burrows expressed gratitude for staff member Heather Pacheco's Mahjongg Learners Club and has been impressed with the program as a regular participant.

## 7. Committee Reports ~

### 7.1. VEBA Committee

- The VEBA Committee agreed to a rebalance of the investment account to align with projected market fluctuations. They also moved the final amendment of the plan to the full library board for approval.

### 7.2. Director Evaluation Committee

- The committee set their first meeting date for early June and sent out an anonymous evaluation form to all staff for input on the annual evaluation of Director Anderson.

## 8. Old Business ~

### 8.1. VEBA Plan Closure, Approval

Director Anderson presented details of the amendment drafted by the library's attorneys and passed by the VEBA Committee to close the plan to ineligible employees as of July 1, 2025. This move will strengthen the sustainability of the

plan for current retirees and those who have already served over 10 years with the library in a full-time capacity.

Resolved by Trustee Pappas; seconded by Trustee Sexton to approve the final amendment to the VEBA Plan, thereby closing the plan to all ineligible employees as of July 1, 2025.

AYES: 7

NAYS: 0

PASSED

8.2. Closed session with legal counsel to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g)

Motioned by Trustee Khogali and seconded by Trustee Pappas to go into Closed Session with legal counsel to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g) inviting Director Shauna Anderson into the closed session.

Roll Call:

AYES: Trustees Pappas, Yaser, Burrows, Khogali, Sexton, George, and Walsh

NAYS: None

RESOLUTION PASSED - The board entered into Closed Session at 8:05pm

The board resumed Open Session at 8:45pm.

Trustee Khogali departed the meeting at 8:45pm.

9. New Business ~

9.1. Medical Insurance Renewal, Approval

Resolved by Trustee Pappas; seconded by Trustee Yaser to approve the Plymouth District Library moving forward with the BCN Healthy Living HMO Platinum 500 Insurance with the listed co-insurance rates.

Roll Call:

AYES: Trustees Pappas, Yaser, Burrows, Sexton, George, Walsh

NAYS: None

ABSENT: Trustee Khogali

RESOLUTION PASSED

#### 9.2. Dental/Vision Insurance Renewal, Approval

Resolved by Trustee Pappas; seconded by Trustee Sexton to approve the Plymouth District Library moving forward with the Delta Dental and Vision Renewal with the listed co-insurance rates.

Roll Call:

AYES: Trustees Pappas, Yaser, Burrows, Sexton, George, Walsh

NAYS: None

ABSENT: Trustee Khogali

RESOLUTION PASSED

#### 9.3. Life/Disability Insurance Renewal, Approval

Resolved by Trustee Pappas; seconded by Trustee Sexton to approve the Plymouth District Library renewing current life and disability coverage with Mutual of Omaha.

Roll Call:

AYES: Trustees Pappas, Yaser, Burrows, Sexton, George, Walsh

NAYS: None

ABSENT: Trustee Khogali

RESOLUTION PASSED

#### 9.4. CFCU CD Maturation Plan

This discussion was tabled until July to allow the board to consider the most up-to-date market trends, rates, and options.

#### 9.5. 2025 Budget Amendment, Approval

Director Anderson proposed pulling an additional \$500,000 from the general fund to this year's budget to cover potential liabilities from past Wayne County Penal fines in addition to covering expenses that were moved from the 2024 budget to 2025.

Roll Call:

AYES: Trustees Pappas, Yaser, Burrows, Sexton, George, Walsh

NAYS: None

ABSENT: Trustee Khogali

RESOLUTION PASSED

#### 10. Adjournment ~

Resolved by Trustee Pappas; seconded by Trustee Sexton to adjourn the meeting at 9:03pm.

AYES: 6

NAYS: 0

PASSED

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Trustee Yaser, Secretary