

PLYMOUTH DISTRICT LIBRARY BOARD

ANNUAL Board Meeting,
Tuesday, June 17, 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; Alanna Maguire, Plymouth City Commissioner; and Kate Farwell, Andrews Hooper Pavlic (AHP), PLC.

2. Approval of Agenda ~

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the June Meeting Agenda.

AYES: 7

NAYS: 0

PASSED

3. Approval of Meeting Minutes ~

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the Minutes of the 20th May 2025 regular Board Meeting.

AYES: 7

NAYS: 0

PASSED

4. Public comment ~

Alanna Maguire, Plymouth City Commissioner, advised that PDL Community Relations Specialist Heather Pacheco provided an excellent update on library activities at the most recent City Commission Meeting on 16th June 2025.

5. Financial Report and list of May 2025 bills ~

Director Anderson reported the receipt of \$20,000 in grants from the BOSCH Community Fund. This will be put towards PDL's new Technology Commons.

Resolved by Trustee Yaser; seconded by Trustee Sexton to accept the May 2025 Financial Report.

Resolved by Trustee Yaser; seconded by Trustee Sexton to approve check numbers 33700 through 33802, May payroll, retirement transfers, and monthly credit card payments.

AYES: 7

NAYS: 0

PASSED

5.1. 2024 Financial Audit

Kate Farwell of Andrews Hooper Pavlic (AHP), PLC presented materials compiled by AHP relating to the Library's prior year financials. These entailed Audited Financial Statements and the 2024 Board Report. A note was made of the disclosure by Wayne County of historic Penal Fines. Overall PDL financials are in good order and compliant with governmental accounting standards.

6. Director's Report ~

Director Anderson reported on May's activities which included: an increase in circulation, high attendance at our "Baby Rave" event and "An Evening with Viola Shipman" at the Penn Theatre, community outreach at Taste of Plymouth and Plymouth Farmer's Market, a successful Evergreen ILS migration, and our latest staff changes due to retirements. Director Anderson also submitted a conference attendance report from MLA's Think Space 2025.

6.1. Trustee Reports ~ NONE

7. Committee Reports

7.1. Director Evaluation Committee

Trustee Walsh confirmed that the Director Evaluation Committee met prior to the Board Meeting (17th June 2025) to share findings. There will be a further meeting before they present at the 15th July 2025 Board Meeting.

8. Old Business ~ NONE

9. New Business ~

9.1. FY 2026 Budget & Millage Schedule

Director Anderson confirmed that presentation and discussion of both the 2025 Millage Rates and the 2026 Operating Budget will take place at the 19th August 2025 Board Meeting. There will be a Special Meeting prior to the 16th September 2025 Board Meeting for the Public/Truth-in-Taxation hearings on the 2026 Operating Budget and 2025 Millage Rates.

Resolved by Trustee Sexton; seconded by Trustee Pappas to approve the 2026 Budget and 2025 Millage approval schedule.

AYES: 7

NAYS: 0

PASSED

10. Adjournment ~

Resolved by Trustee Sexton; seconded by Trustee Pappas to adjourn the meeting at 8:12pm.

AYES: 7

NAYS: 0

PASSED

Trustee Yaser, Secretary