

# PLYMOUTH DISTRICT LIBRARY BOARD

ANNUAL Board Meeting,  
Tuesday July 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, Walsh, Pappas.

ABSENT: Trustee Burrows

ALSO PRESENT: Shauna Anderson, Director; Anne Marie Reilly, Administrative Assistant; Jessica Knarian, Plymouth Twp Resident.

2. Approval of Agenda ~

Resolved by Trustee Sexton; seconded by Trustee Pappas to approve the July Meeting Agenda with the addition of item 9.6 Closed Session.

AYES: 6

NAYS: 0

PASSED

3. Approval of Meeting Minutes ~

Resolved by Trustee Khogali; seconded by Trustee Pappas to approve the Minutes of the 17<sup>th</sup> June 2025 regular Board Meeting.

AYES: 6

NAYS: 0

PASSED

4. Public comment ~ NONE

5. Financial Report and list of June 2025 bills ~

- There was no significant revenue collected this month.

- Director Anderson pointed out that although certain lines appear to be over budget, this is due to contracts spanning across FYs 2025-2026. Figures will be adjusted later this year to reflect this.

Resolved by Trustee Khogali; seconded by Trustee Sexton to accept the June Financial Report with correction of date typos as noted by Trustee Yaser.

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve check numbers 33803 through 33852, June payroll, retirement transfers, and monthly credit card payments.

AYES: 6

NAYS: 0

PASSED

## 6. Director's Report ~

- For the month of June, circulation numbers were down due to the closure of the UL and limited access to the Non-Fiction Collection. eResource holds are being addressed to streamline their circulation. "Digitarians" will be getting their own eNewsletter with eResource tips.
- Participation increased, especially for Youth events, with record post-COVID attendance at our Last Day of School event. The 2025 Summer Reading Program is off to an amazing start with over 2,000 signups.
- In June PDL had a strong community presence at Farmer's Markets, Plymouth Pride, a Township Puppet Show, and the kickoff of a series of PDL & Popsicles popups across neighborhood parks.
- The ILS system migration to Evergreen continues to require problem-solving for one-off issues. Staff have been diligent in training on the new system and providing feedback and support to one another in using the new system. The UL closure has seen public computers moved to the ML and a triple-staffing at the RA desk for the summer.
- Our Drive-Thru Window is now up and running, the Main St. side of the building has had a refresh with paint and new curtains, and additional donor stones were added to the Wilcox Amphitheater.
- We are in the process of hiring four part-time Technology Assistants, and this coming school year we will welcome a social work intern from EMU.

## 6.1 Trustee Reports ~ NONE

## 7. Committee Reports ~ *SEE ITEM 9.6*

## 8. Old Business ~

### 8.1. 2nd 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

### 8.2. CFCU CD Maturation, Approval

Director Anderson presented options for investment of funds totaling \$825,232.45 that are currently with Community Financial Credit Union (CFCU) and will mature on 28<sup>th</sup> July 2025. Options were discussed at length by the meeting.

Motion by Trustee Sexton; seconded by Trustee Pappas to move all funds into a Money Market account with CFCU.

Roll Call:

AYES: 5  
NAYS: 0  
ABSENT: 1  
ABSTAINED: 1  
RESOLUTION: PASSED

## 9. New Business ~

### 9.1. Acceptance of Gifts

The meeting reviewed a list of gifts received from January 1, 2025 – June 30, 2025, including general collection gifts, grants, and reimbursements from The Friends of Plymouth District Library.

Resolved by Trustee Yaser; seconded by Trustee Sexton to accept gifts received by the Plymouth District Library from January 1, 2025 through June 30, 2025 totaling \$68,680.43.

AYES: 6

NAYS: 0

PASSED

#### 9.2. 2024 MERS Actuarial Report

Director Anderson presented the Municipal Employees' Retirement System Annual Actuarial Valuation Report dated 31<sup>st</sup> December 2024 for Plymouth District Library for the Board's information. This confirms that our Actuarially-Defined Contribution (ADC) is set to increase about \$2k per month.

#### 9.3. 2025 MERS Conference Delegate, Approval

Our existing account with MERS entitles us to two delegate places at the annual MERS Conference this October 2025. Our Employee Delegate, selected by secret ballot, will be Teen Librarian, Sean Glasgow. Adult Services Coordinator, Holly Hibner has volunteered to represent management as our Officer Delegate.

Resolved by Trustee Sexton; seconded by Trustee Yaser to approve Holly Hibner as the Library's Officer Delegate to the 2025 Annual MERS Conference.

AYES: 6

NAYS: 0

PASSED

#### 9.4. Blanket Purchase Order Updates, Approval

Director Anderson presented seven adjustments in Blanket Purchase Orders which were set out in Jan 2025 but now require updates. Office supply funds will be directed locally for more American-made products. Adjustments relating to building works are expected as per our Design Team. Accounting and Legal costs also relate to known issues and projects.

Resolved by Trustee Pappas; seconded by Trustee Khogali to approve the updated Blanket Purchase Order figures as presented.

AYES: 6

NAYS: 0

PASSED

#### 9.5. Furniture Purchases, Approval

A list of various furniture purchases was proposed by Director Anderson for public use in the refurbished library as specified by our designers.

Resolved by Trustee Pappas; seconded by Trustee Sexton to approve the furniture purchases with Restoration Hardware, Grayson Living, Restaurant Furniture Plus, and Williams-Sonoma for a total of \$84,000.

Roll Call:

AYES: 6

NAYS: 0

ABSENT: 1

RESOLUTION: PASSED

#### 9.6 Director's Evaluation

The Board went into Closed Session at 8:39pm.

Resolved by Trustee Khogali, seconded by Trustee Sexton to go into Closed Session.

AYES: 6

NAYS: 0

PASSED

The Board ended Closed Session at 9:08pm.

Resolved by Trustee Khogali, seconded by Trustee Yaser to end the Closed Session.

AYES: 6

NAYS: 0

PASSED

The Board re-opened the regular meeting at 9:08pm.

Resolved by Trustee Khogali, seconded by Trustee Yaser to re-open the regular meeting.

AYES: 6

NAYS: 0

PASSED

- The Board gave Director Anderson a 2% pay increase, bringing her annual salary up to \$122,569.52, retroactive to the first pay period in July 2025.

#### 10. Adjournment ~

Resolved by Trustee Yaser; seconded by Trustee Sexton to adjourn the meeting at 9:12pm.

AYES: 6

NAYS: 0

PASSED

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Trustee Yaser, Secretary