

PLYMOUTH DISTRICT LIBRARY BOARD

ANNUAL Board Meeting,
Tuesday August 19, 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 7:31 p.m.

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

ABSENT: Trustee Khogali

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

2. Approval of Agenda ~

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

AYES: 6

NAYS: 0

PASSED

3. Approval of Meeting Minutes ~

Resolved by Trustee Sexton; seconded by Trustee Pappas to approve the Minutes of the 15th July 2025 regular Board Meeting.

AYES: 6

NAYS: 0

PASSED

4. Public comment ~ NONE

5. Financial Report and list of July 2025 bills ~

- The Library received \$94,166 in delinquent property tax collections from Wayne County.
- The Library received \$20,525 in the 2nd half of its State Aid revenue.
- With 58% of the financial year gone, we have used 49% of our budget.
- There is currently no update on the Wayne County Penal Fine issue.

Resolved by Trustee Sexton; seconded by Trustee Yaser to accept the July 2025 Financial Report and approve check numbers 33876 through 33951, payroll, credit card payments, and retirement transfers.

AYES: 6

NAYS: 0

PASSED

5.1. FY2025 Budget Amendment, Approval

Director Anderson presented an updated budget that removes the anticipated use of fund balance from our revenue figures. Additions were made to both revenue and expenditures to account for higher than anticipated revenues.

Motioned by Trustee Burrows, seconded by Trustee Pappas, to accept the Budget Amendment as stated for an updated lump sum revenue of \$4,767,000 and lump sum expenditure of \$6,767,000.

Roll Call:

AYES: 6

NAYS: 0

ABSENT: 1

ABSTAINED: 0

RESOLUTION: PASSED

5.2. BPO Updates, Approval

Director Anderson presented four Blanket Purchase Order adjustments for needs relating to Shaw Construction, our door vendor Assa Abloy, our HVAC maintenance vendor BC Ten Air, and window and floor mat vendor Cee Cleaning. All updates already fit within the budget approved by the Board.

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

Roll Call:

AYES: 6
NAYS: 0
ABSENT: 1
ABSTAINED: 0
RESOLUTION: PASSED

6. Director's Report ~

- Circulation numbers jumped in July to the highest level in over a year, especially in adult fiction and eResources.
- Participation remained high, and volunteerism increased, thanks to new volunteer opportunities and the success of Checkout an Expert.
- Our new ILS is connected to MeLCat again, marking a major milestone in the migration.
- Renovations will soon move from the UL, to the ML beginning with work around the fireplace area. This will be sectioned off, and back wall painting will begin just before Library closure Sept. 1-14. The Drive-Thru Window will be operational during this time, and we are preparing to handle holds and phone calls from patrons while taking care of some collection projects behind the scenes.

6.1 Trustee Reports ~ NONE

7. Committee Reports ~

7.1. VEBA Committee Meeting, 4th August 2025

The committee approved rebalancing the account to align with the current economic landscape. Overall, the account continues to grow.

8. Old Business ~

8.1. 2025 Millage Presentation

The meeting discussed the presented Millage for 2025 winter tax collection of 1.4234 mills. Director Anderson confirmed that the library's assigned millage reduction fraction was 0.9969 in line with the Headlee permanent reduction system.

8.2. 2026 Budget Presentation

Director Anderson made a slide presentation providing details of Revenues and Expenditures for the proposed 2026 Budget for Plymouth District Library. These balanced to an operating budget of \$4,820,000.

There will be a public Truth in Taxation Hearing before the next (15th Sept 2025) PDL Board Meeting, at which time the Millage and 2026 Budget will be discussed further. It is anticipated that the Budget will be approved at this Board Meeting. The Millage must be approved and related L-4029 form submitted to the State of Michigan by 30th September 2025.

9. New Business ~

9.1. Upholstery Quotes, Approval

Rather than purchase new chairs as suggested by our designers, we have opted to re-upholster current chairs in the same fabric. The quote for Tony's Upholstery was the best price for the exact fabric.

Resolved by Trustee Yaser, seconded by Trustee Sexton, to approve the quote made by Tony's Upholstery, Livonia for the re-upholstering of six parlor chairs and 3 benches, not to exceed \$8,000.

Roll Call:

AYES: 6

NAYS: 0

ABSENT: 1

ABSTAINED: 0
RESOLUTION: PASSED

10. Adjournment ~

Resolved by Trustee Sexton; seconded by Trustee Pappas to adjourn the meeting at 8:30pm.

AYES: 6 NAYS: 0 PASSED

Trustee Yaser, Secretary