

PLYMOUTH DISTRICT LIBRARY BOARD

ANNUAL Board Meeting,
Tuesday February 18, 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 Sexton, Yaser, Burrows, Walsh, Khogali, Pappas

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director; Anne Marie Reilly, Administrative Assistant; Loreen Graham, Facilities Coordinator; Alanna Maguire, Plymouth City Commission; Lindsay Dangel of *Murphy & Spagnuolo Attorneys*, Okemos (via Zoom)

ABSENT: Trustee George

2. Approval of Agenda ~

Resolved by Trustee Sexton; seconded by Trustee Khogali to approve the February Meeting Agenda with the addition of quote details for New Business item 9.2 Cubicle/Office Furniture Quote, Approval.

AYES: 6

NAYS: 0

PASSED

3. Approval of Meeting Minutes ~

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve the Minutes of the 21st January 2025 regular Board Meeting with the correction of one typo.

AYES: 6

NAYS: 0

PASSED

4. Public comment ~ NONE

5. Financial Report and list of January 2025 bills ~

- The Library received \$1,551,754 from Plymouth Township for property tax collections thru 01/15/2025.
- The Library received \$515,472 from the City of Plymouth for property tax collections thru 12/31/2024
- Expenditures to date (one month) are at 8% of the total budget.

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

Resolved by Trustee Khogali; seconded by Trustee Sexton to approve check numbers 33445 through 33481, January payroll, retirement transfers, and monthly credit card payments.

AYES: 6

NAYS: 0

PASSED

6. Director's Report ~

- Physical circulation was very low, even below our 2022 COVID numbers, and only 13% of our collection was checked out during the month of Jan. However, stats for eResources, visits, participation, program attendance, and any other ways to interact with the library were high, and that is encouraging.
- Patrons felt a strong sense of community at our Hot Cocoa Day, and we had a high level of engagement at a workshop for Anxiety in Adults and Kids presented by UM Medical School Dept. of Psychology. Retro Game Day was a huge hit on all fronts with 150 participants of all ages and excellent work by our IT staff in organizing it.
- The IT department has made an infrastructure clear-out involving disposal of 26 retired servers in an eco-safe manner. Back-end transition from SirsiDynex to Evergreen is in process with an anticipated go-live date of 22 May 2025.
- Facilities have installed new electronic lockers for staff and are requesting proposals for our paging system and an upgraded aquarium in Youth.
- We are interviewing candidates for the open Circulation Lead role.

6.1 Trustee Reports ~

Trustee Yaser reported that the City of Plymouth has interest in an on-going land swap with PDL.

7. Committee Reports ~

Trustee Khogali reported that after leaving them to capitalize on market favorability, the VEBA accounts are being rebalanced to predetermined standards.

8. Old Business ~ NONE

9. New Business ~

9.1. Closed Session with Legal Counsel

Resolved by Trustee Khogali; 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). The Board invited Director Shauna Anderson into the closed session at 8:01pm.

Roll Call:

AYES: 6 Trustees Khogali, Burrows, Sexton, Yaser, Walsh, Pappas

NAYS: 0

ABSENT: 1 Trustee George

RESOLUTION: PASSED

Resolved by Trustee Pappas; seconded by Trustee Khogali to end the Closed Session and reopen Regular Board Meeting at 8:35pm.

Resolved by Trustee Khogali; seconded by Trustee Pappas to engage AHP Auditors to review the Wayne County Penal Fine figures.

AYES: 6

NAYS: 0

PASSED

9.2. Cubicle / Office Furniture Quote, Approval

Resolved by Trustee Yaser; seconded by Trustee Sexton to approve purchasing cubicle furniture reconfiguration and moving service from Premier Relocations for a total of \$24,500.

Roll Call:

AYES: 6 Trustees Khogali, Burrows, Sexton, Yaser, Walsh, Pappas

NAYS: 0

ABSENT: 1 Trustee George

RESOLUTION: PASSED

Resolved by Trustee Yaser; seconded by Trustee Sexton to approve the decommissioning of current office furniture by Motor City Moving for a total not-to-exceed \$10,000.

Roll Call:

AYES: 6 Trustees Khogali, Burrows, Sexton, Yaser, Walsh, Pappas

NAYS: 0

ABSENT: 1 Trustee George

RESOLUTION: PASSED

9.3. Personnel Handbook Update

Director Anderson advised that as at the time of this meeting, there is no need for PDL to amend the Personnel Handbook in relation to new state-mandated PTO laws.

10. Adjournment ~

Resolved by Trustee Yaser; seconded by Trustee Pappas to adjourn the meeting at 8:45pm.

AYES: 6

NAYS: 0

PASSED

Trustee Yaser, Secretary