

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170**

**In-person and Online Using Zoom
Meeting held in person for Library Board members, necessary staff, and guests
that chose to attend in-person and held electronically for those who chose to
attend via Zoom**

**Public Hearing on 2022 Budget & Millage Rates and Regular Meeting
Tuesday, September 21, 2021**

1. Call to order and attendance - President Khogali called the Public Hearing of the 2022 Proposed Budget & Millage Rates to order at 7:30 p.m.

PRESENT: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas

ABSENT: None

ALSO PRESENT: Shauna Anderson, Director attended via Zoom; Kwamsia Seals, HR & Business Administrator; Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve the agenda

Resolved by Trustee Anderson, seconded by Trustee Morrison to approve the agenda.

AYES: 6

NAYS: 0

PASSED

3. Public Comments:

- Mr. Vaz presented his comments in reference to the proposed budget. Mr. Vaz's handout is available in the Library's copy of the September 2021 Board packet. Please request assistance from Administrative staff for access

4. Adjourn

Resolved by Trustee Anderson, seconded by Trustee Pappas to close the Public Hearing of 2022's Proposed Budget & Millage Rates

AYES: 6

NAYS: 0

PASSED

President Khogali closed the Public Hearing of 2022's Proposed Budget & Millage Rates at 7:39 pm

1. Call to order and attendance – President Khogali called to order the Regular Meeting at 7:40 pm

PRESENT: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh

ABSENT: None

ALSO PRESENT: Shauna Anderson, Director attended via Zoom; Kwamsia Seals, HR & Business Administrator; Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

Resolved by Trustee Walsh, seconded by Trustee Pappas to approve the agenda.

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of August's regular meeting -

Resolved by Trustee Morrison; seconded by Trustee Walsh to approve the Minutes of August's regular meeting.

AYES: 6

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz congratulated Melanie Bell on a job well done as the Interim Director and for her assistance with HR duties
- Mr. Vaz welcomed Kwamsia Seals as the Library's new HR & Business Administrator
- Mr. Vaz's comments and suggestions for the board may be found in the Library's copy of the September 2021 minutes. Please request assistance from Administrative staff for access

5. Financial report and list of August's bills –

- The Library received its final disbursement of state aid funding, totaling \$16,030.17
- The library's share of the penal fine disbursement has not arrived yet. Wayne County notified the Library their internal deadline for penal fines disbursement is September 23, 2021

Resolved by Trustee Walsh; seconded by Trustee Morrison to accept the financial report.

AYES: 6 NAYS: 0 PASSED

Resolved by Trustee Anderson; seconded by Trustee Morrison to approve for payment check numbers 30159 through 30225 and August payroll and retirement transfers and monthly interest notices.

AYES: 6 NAYS: 0 PASSED

6. Librarians' Report –

- The library's fish tank was replaced. An exhibit sign is being created that identifies the types of fish in the tank. This sign will lend an educational aspect to the fish tank
- The library's PA speaker system's electrical power source is in need of repair
- The library's mask mandate will follow mandates set by the local schools
- The library hopes to offer more in-person programs and events beginning sometime in fall
- The Strategic Planning Committee has compiled survey results from the patrons to help identify what they want from their community, as well as from their library

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee – No meeting
- 7.2 Personnel Committee - No meeting
- 7.3 Goals Committee - No meeting
- 7.4 Finance Committee - No meeting

8. Old Business – None

9. New Business –

9.1 3D Printing Policy

- Melanie Bell reviewed the library’s updated printing policies, stating other libraries were used as benchmarks to assist with making the changes to the current printing policies

Resolved by Trustee Anderson; seconded by Trustee Pappas to accept the updated printing policies

AYES: 6

NAYS: 0

PASSED

9.2 Financial Software Purchase

- BS & A Cloud Financials met all requirements the library was seeking in its financial software upgrades and came in at the lowest cost
- BS & A Cloud Financials has experience working with other public libraries in the area

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve the purchase of BS & A Cloud Financials. The total purchase price for the first year of BS & A Cloud Financials will be \$26,010, with a future annual cost of \$4,995

AYES: 6

NAYS: 0

PASSED

9.3 Memorial Projects

- Director Shauna Anderson followed up with the board’s request for possible spaces to recognize the contributions of Stephen Harper and Pat Thomas
- Two study rooms were proposed to be renamed in their honor. However, it was discovered that one of the two study rooms already has a name. Therefore, adjusting her recommendations, Director Anderson would like to name a study room after Stephen Harper and look for alternative ways to honor the contributions of Pat Thomas

9.4 Approval of 2022 Library Operating Budget

- The board did not have any further questions regarding the 2022 Operating Budget

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve the proposed 2022 Operating Budget for purpose of discussion and public hearing at a total of \$3,824,400.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

9.5 Approval of 2022 Operating Millage

Resolved by Trustee Anderson, seconded by Trustee Walsh, to approve the proposed 2022 Operating Millage Rate of 1.4364

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

9.6 Vacant Library Board of Trustee Position

Resolved by Trustee Pappas; seconded by Trustee Morrison to approve BETH SEXTON to the Plymouth District Library Board of Trustees. Her appointment replaces Stephen Harper and ends with the end of Stephen Harper's term, December 31, 2022

AYES: 6

NAYS: 0

PASSED

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Morrison to adjourn the meeting at 8:29 p.m.

AYES: 6

NAYS: 0

PASSED

Jean Walsh, Secretary

DRAFT