

PLYMOUTH DISTRICT LIBRARY BOARD

Annual Meeting, Tuesday January 19, 2021, 7:30 p.m.

Online Meeting Using Zoom

To Join Zoom Meeting use this link or one of these phone numbers.

<https://us02web.zoom.us/j/81904898826>

Meeting ID: 81904898826

Passcode: 638069

Or call one of these numbers:

1 312 626 6799

1 646 518 9805

Dunning-Hough Library 223 S. Main, Plymouth

- 1 Call to order and attendance
- 2 Election of Officers (attached)
- 3 Approve agenda
- 4 Approve minutes of December 2020's regular meeting (attached)
- 5 Public Comment
- 6 Financial report and list of December bills (attached)
- 7 Librarians' Report (attached and at meeting)
 - 7.1 Trustee Reports
 - 10.1 2020 Annual Reports (attached)**
- 8 Committee Reports – No January Meetings
 - 8.1 Building Committee
 - 8.2 Personnel Committee
 - 8.3 Goals Committee
 - 8.4 Finance Committee
 - 8.5 VEBA Committee
- 9 Old Business
 - 9.1 COVID-19 Update
 - 9.2 Curbside Service Improvement Plan (attached)

10 New Business

- 10.1 **2020 Annual Reports (attached) – See Above**
- 10.2 Committee Assignments and Check Signers (attached)
- 10.3 MERS Plan Adoption Agreement Addendum (attached)

11 Adjourn

Plymouth District Library Mission

To connect, enrich, and improve lives through information

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, December 15, 2020**

Online Using Zoom

1. Call to order and attendance – President Anderson called the meeting to order at 7:34 p.m.

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

ABSENT: Trustee Harper

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Melanie Bell, Head of IT; Susan Stoney, Community Relations Coordinator

PUBLIC: Mr. Vaz – Plymouth, MI
Ms. Jean Walsh – Plymouth, MI
Mr. Matt Koleszar, Michigan State Representative
Mr. Michael Blum, Attorney at Law for Foster, Swift, Collins & Smith
Others may be present but did not identify themselves.

2. Approve agenda –
 - Director Souchock asked to move Agenda Item 8.1 before Agenda Item 5

Resolved by Trustee Maguire; seconded by Trustee Pappas to approve the amended agenda.

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

3. Approve minutes of November's regular meeting -

Resolved by Trustee Pappas; seconded by Trustee Khogali to approve the Minutes of November's regular meeting.

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas 5

*ABSTAINED: Trustee Maguire 1

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

*Trustee Maguire was not present at the November board meeting

4. Public comment –

- Mr. Vaz shared comments on staff compensation.
- Mr. Vaz's handout is available in the Library's copy of the December 2020 Board packet. Please request assistance from Administrative staff for access

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

- The Friends of the Library continue to provide financial support for Library expenses and equipment. The Library received a check from the Friends for \$6,153.75, which includes funding for third quarter billing and summer reading fun
- Although revenues are down, the Personal Property Tax revenue has helped offset expenses

Resolved by Trustee Khogali; seconded by Trustee Pappas to accept the financial report.

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

Resolved by Trustee Khogali; seconded by Trustee Morrison to approve for payment check numbers 29535 through 29591 and November's payroll and retirement transfers and monthly interest notices.

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

6. Librarians' Report –

- Director Souchock thanked outgoing board member, Mary Maguire, for all her years of service as a Trustee on the Plymouth District Library Board
- Susan Stoney, Community Relations Coordinator, is retiring. She was acknowledged for her many years of dedicated service to the Library. Matt Koleszar, Michigan State Representative, paid tribute to Susan's accomplishments as the Library's first Community Relations Coordinator. Susan set a high standard of service that its patrons have come to expect from the Plymouth District Library. Her shoes will be hard to fill and she will be greatly missed

6.1 Trustee Reports - None

7. Committee Reports

7.1 Building Committee – No December Meeting

7.2 Personnel Committee – December 15, 2020

- The Personnel Committee's comments can be found in Agenda Item 8.1

7.3 Goals Committee - No December Meeting

7.4 Finance Committee - No December Meeting

7.5 VEBA Committee - No December Meeting

8. Old Business –

8.1 COVID Update

- Michael Blum went over government required benefits that have been put in place for employees due to COVID-19
- In 2020 the Library implemented a new paid sick leave policy as prescribed by the government’s emergency orders. If the government does not extend the benefits, which expire December 31, 2020, the Library plans on voluntarily extending these benefits to its employees

Resolved by Trustee Pappas, seconded by Trustee George, to extend emergency paid sick leave and emergency FMLA benefits from January 1, 2021 through March 31, 2021

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas	6
ABSENT: Trustees Harper	1
NAYS:	0

RESOLUTION PASSED

8.1 COVID Update - Continued after Michael Blum left:

- The Library closed its building once again due to COVID-19 in November. Curbside service is continuing with expanded hours coming up shortly
- The Board discussed employee wages moving forward during COVID-19. Many library staff are able to work from home as well as at the Library. Due to the duties of Pages and Clerks, they are restricted to hours worked at the Library

Resolved by Trustee Anderson, seconded by Trustee Morrison, to approve Staff regular wages for only hours worked.

Roll call:

AYES: Trustees Anderson, Khogali, Maguire, Morrison, Pappas 5

ABSENT: Trustees Harper 1

NAYS: Trustee George 1

RESOLUTION PASSED

Resolved by Trustee Anderson, seconded by Trustee Morrison, to approve regular wages for Pages and Clerks for hours worked going forward.

Roll call:

AYES: Trustees Anderson, Khogali, Maguire, Morrison, Pappas 5

ABSENT: Trustees Harper 1

NAYS: Trustee George 1

RESOLUTION PASSED

8.2 2020 and 2021 Budget Update

- The Library is not required to make a VEBA payment in 2021
- Health insurance costs remained constant with 2020's costs
- The Library can make a lump sum payment on MERS, if so inclined to help offset the library's unfunded retirement liability

9. New Business –

9.1 2021 Library Closings

Resolved by Trustee Khogali, seconded by Trustee Pappas, to approve the proposed list of Library Closings for 2021 and New Year's Day, January 01, 2022

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

9.2 2021 Library Board Regular Meeting Dates

Resolved by Trustee Khogali, seconded by Trustee Pappas, to establish the calendar of 2021 Regular Library Board Meetings and 2022 Annual Meeting on the third Tuesday of each month at 7:30 p.m.

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

9.3 2021 Blanket Purchase Orders

Resolved by Trustee Pappas, seconded by Trustee George, to approve the proposed list of Blanket Purchase Orders for Fiscal Year 2021

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

9.4 Dental Insurance for 2021

- Dental insurance rates remained constant with 2020's cost

Resolved by Trustee Khogali, seconded by Trustee Pappas, to approve the renewal of the 2021 Dental Plan

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

9.5 Server Purchase

Resolved by Trustee Pappas, seconded by Trustee Maguire, to approve the purchase of 1 Server FROM Insight AT A COST of \$6,999.99

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

10. Adjourn –

Resolved by Trustee Maguire; seconded by Trustee Pappas to adjourn the meeting at 8:42 p.m.

Roll call:

AYES: Trustees Anderson, George, Khogali, Maguire, Morrison, Pappas 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

Jacqueline George, Secretary