

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, April 20, 2021**

**Online Using Zoom**

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

Roll Call:

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

NAYS: 0

ABSENT: 0

MOTION PASSED

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

ABSENT: None

ALSO PRESENT: Sandy Young, Administrative Assistant, Lauren Baker, Youth & Teen Coordinator; Katy Kramp, Librarian, Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI

Mr. Bob Goodwin - Plymouth, MI

Ms. Rana Emmons, C.P.A., PSLZ LLP

2. Approve agenda –

Resolved by Trustee Pappas; seconded by Trustee Morrison to approve the agenda.

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

3. Approve minutes of March's regular meeting -

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

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

4. Public comment –

- Mr. Vaz asked about the library's cyber security measures. Mr. Vaz's handout is available in the Library's copy of the April 2021 Board packet. Please request assistance from Administrative staff for access

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

- The Board reviewed the financial information. No board members had any specific questions in reference to the financials

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

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

Resolved by Trustee Anderson; seconded by Trustee Walsh to approve for payment check numbers 29775 through 29857 and March's payroll and retirement transfers and monthly interest notices.

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

6. 10.1 2020 Audit

- See 10.1 for audit comments

7. Librarians' Report –

- The Board reviewed the Librarians' Reports. There were no specific questions or comments from the Board

7.1 Trustee Reports

8. Committee Reports

8.1 Building Committee – No April Meeting

8.2 Personnel Committee – Met March 21, 2020 and April 20, 2021

- Trustee Anderson gave the Board an update on the status of finding a new Director. 50 candidates applied for the position of Director of the Plymouth District Library. Mortimore Consulting is in the process of narrowing down the applicants to a final two or three. These final candidates will be interviewed for the position

8.3 Goals Committee - No April Meeting

8.4 Finance Committee - No April Meeting

8.5 VEBA Committee - No April Meeting

9. Old Business –

9.1 COVID-19 and PDL Service Update

- Library services are picking up. Library staff are to be complimented on doing a terrific job of meeting patrons’ needs while maintaining social distancing

9.2 PDL Organization Chart

- The chart needs to be updated. The title ‘Teen Coordinator’ needs to be removed from the Adult Coordinator section and placed in the Youth Coordinator section

10. New Business –

10.1 2020 Audit

- Rana Emmons of PSLZ reviewed the 2020 Audit with the Board. The Library continues to maintain strong internal controls with revenues coming in higher than expected
- PSLZ gave the Library’s financial statements an “unmodified opinion”, the highest rating available for audits

Resolved by Trustee Pappas; seconded by Trustee Walsh to approve the Audited Financial Report for Fiscal Year ending December 31, 2020

Roll Call:

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

NAYS: 0

ABSENT: 0

MOTION PASSED

10.2 ESL – English as Second Language Update

- Librarian Katy Kramp presented the ESL information to the board. This service has grown substantially in the past few years, providing a valuable service to the patrons of the Library.
- Bob Goodwin, a ESL volunteer, gave the board a synopsis of the types of services provided by ESL

10.3 PDL Interim Director

Resolved by Trustee Anderson, seconded by Trustee Pappas to approve  
Melanie Bell as Interim Director with compensation per employment agreement

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION PASSED

11. Adjourn –

Resolved by Trustee Anderson; seconded by Trustee Pappas to adjourn the  
meeting at 8:25 p.m.

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION PASSED

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Jean Walsh, Secretary