

**Plymouth District Library Board  
Regular Meeting  
Tuesday, April 21, 2020**

1. Call to order and attendance-

President Anderson called the meeting to order at 7:31 pm using Zoom and phone conference calls

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

ABSENT: Trustee Harper

ALSO PRESENT: Director Carol Souchock, Business Manager & Human Resource Manager Robyn Lowenstein, Administrative Assistant Sandra Young

PUBLIC: Susan Stoney, Plymouth, MI

Michael Vaz, Plymouth, MI

Other public members may have been present but chose not to identify themselves

2. Approve agenda-

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

AYES: 6

NAYS: 0

PASSED

Roll Call:

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

NAYS: 0

RESOLUTION PASSED

3. Approve minutes of February's regular meeting -

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

AYES: 5

NAYS: 0

PASSED

ABSTAINED: Trustee Maguire abstained since she did not attend the meeting

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 5

NAYS: 0

ABSTAINED: Maguire 1

RESOLUTION PASSED

4. Comment – No comments by Zoom, phone conference, or e-mail

5. Financial Report – February

- The Library received its Personal Property Tax check for \$33,000 more than expected
- The second State Appropriation check, for \$48,000, was also received and moved to the 2019's budget per the audit where it had been designated for computer upgrades performed in 2019
- Current, as well as near future, in person library conferences have been canceled. Librarians were scheduled to attend the ALA conference and the State of Michigan's Children's Library Conference
- Future millage options were discussed.
- There will be a finance update in the next couple of months to look at revenue and expenses. Items that will be looked at include the Bosch Grant money that focuses on STEM; how PPT reduction will affect revenue; reduction in State Aid funding; redirection of penal fines to other agencies

- Funds were moved from printed materials to support increased demand for electronic materials during our library building closure.
- With less money designated for printed material, Director Souchock will be asking the Friends of the Library to support the purchase of printed materials in 2020.
- Expenditures from the use of Fund Balance in 2019 were less than budgeted for.
- Financials for March and April will be provided at the next meeting in May

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

AYES: 6

NAYS: 0

PASSED

Roll Call:

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

NAYS: 0

RESOLUTION PASSED

Resolved by Trustee Maguire; seconded by Trustee Morrison to accept check #s 29008 - 29068 and payroll \_\_\_\_\_ for the month of February

AYES: 6

NAYS: 0

PASSED

Roll Call:

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

NAYS: 0

RESOLUTION PASSED

6. Librarians' Reports –

- Director Souchock stated the Library is developing a plan to reopen when it is safe to do so. Southeast Michigan Directors are working together with reopening plans. Director Souchock believes there will be a limit to number of people allowed in the Library; curb side service will need to be offered; the 25,000 or so books/materials that are checked out will need to be returned and held in the meeting rooms for a few days prior to being reshelved
- The Library's role in assisting patrons with the 2020 Census has been moved to online assistance
- Lauren Baker has been named the new Youth Services Coordinator
- The Library has gone virtual with many programs to accommodate the public during this pandemic
- President Anderson thanked all library staff for their adaptability during these difficult and unusual times

7. Committee Reports –

- 7.1 Building Committee - No April Meeting
- 7.2 Personnel Committee - No April Meeting
- 7.3 Goals Committee - No April Meeting
- 7.4 Finance Committee - No April Meeting
- 7.5 VEBA Committee - Meeting scheduled for May 4, 2020

8. Old Business - None

9. New Business

9.1 2019 Audit and Library Finance Update from Director and Business Administrator - Rana Emmons from PSLZ will present the audit at May 2020 board meeting

- Director Souchock asked the Board to look over the audit for next month's meeting

9.2 Library Services and Staff Duties During Building Closure

- Director Souchock went over changes made due to COVID-19. The Library is open virtually 24/7; patrons phone and email requests are being answered; social media services have been expanded; digital library cards are being issued; and the web page has been revamped to reflect the Library's new virtual role due to the pandemic

9.3 Library Staff Wages During Building Closure

- The Board of Trustees has been supportive of continuing to pay the staff and subs of the Plymouth District Library their regular wages during the time the Library building remains closed
- Director Souchock is actively pursuing financial wage assistance options. One program found will potentially offer \$10,000 in payroll assistance. Congress is supporting government payrolls of large municipalities and it is the hope of many that smaller municipalities and governmental organizations, such as the Plymouth District Library, will be given financial support in the near future. FEMA is offering potential wage support.

Resolved by Trustee Pappas, seconded by Trustee Khogali, to approve Staff Regular Wages, including Subs, while the Library building is closed through May 31, 2020

Roll Call:

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

NAYS: 0

RESOLUTION PASSED

9.4 HVAC Update

- The project has been put on hold due to the pandemic. Staff will not be allowed in the building while work is taking place as the HVAC system will be turned off.
- The Dunning Foundation has asked the Library to submit a request for funding to help fund this project. The Foundation would like to know the costs, which Director Souchock believes will be made available in May

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Khogali to adjourn the meeting at 8:46 p.m.

AYES: 6

NAYS: 0

PASSED

Roll Call:

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

NAYS: 0

RESOLUTION PASSED

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Jacqueline George, Secretary