

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, August 18, 2020
Online Meeting Using Zoom**

President Anderson called to order the Public Hearing on the proposed 2021 Proposed Library Millage at 7:30 p.m.

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

ABSENT: Trustee Harper, Trustee Maguire

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator, Holly Hibner, Adult Services Coordinator; Lauren Baker, Youth and Teen Services Coordinator; Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI

Others may have been present but did not identify themselves

Resolved by Trustee Khogali, seconded by Trustee Pappas to open the Public Hearing meeting

Roll call:

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

ABSENT: Trustees Harper, Maguire 2

NAYS: 0

RESOLUTION PASSED

Public Comments:

- Mr. Vaz virtually shared his comments on the millage and provided a handout of these comments to the Board. Mr. Vaz's handout is available in the Library's copy of the August 2020 Board packet. Please request assistance from Administrative staff for access

- Trustee Anderson stated the Library draws funds from other areas, not just from the millage, to meet its expenses

President Anderson closed the Public Hearing on the proposed 2021 Proposed Library Millage at 7:36 p.m.

Resolved by Trustee Khogali, seconded by Trustee Morrison to close the Public Hearing meeting

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas	5
ABSENT: Trustees Harper, Maguire	2
NAYS:	0

RESOLUTION PASSED

1. Call to order and attendance – President Anderson called the regular meeting to order at 7:38p.m.

Resolved by Trustee Morrison, seconded by Trustee Pappas to open the regular meeting

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas	5
ABSENT: Trustees Harper, Maguire	2
NAYS:	0

RESOLUTION PASSED

2. Approve agenda –

Resolved by Trustee Pappas, seconded by Trustee Morrison to approve the agenda

Roll call:

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

ABSENT: Trustees Harper, Maguire 2

NAYS: 0

RESOLUTION PASSED

3. Approve minutes of July's regular meeting -

Resolved by Trustee Khogali, seconded by Trustee Pappas to approve the minutes of July's regular meeting

Roll call:

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

ABSENT: Trustees Harper, Maguire 2

NAYS: 0

RESOLUTION PASSED

4. Public comment – None

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

- The Library was pleased to receive its second State Aid check. There was concern that COVID-19's drain on the State's finances would prevent the Library's receiving the second check
- Taxes current balance includes a payment received by the Library in the amount of \$351,845
- The balance in the Revenue Account Property Taxes Delinquent includes a payment of \$61,371

- The \$50,000 received from the Dunning Foundation helped offset the costs of the HVAC Duct work project
- There was also a \$25,000 payment received by the Library's insurance company to help offset the HVAC Duct work project
- COVID-19 expenses continue to be calculated. They include cleaning supplies, Plexiglass, and the purchase of laptops for leadership staff to work from home. A budget adjustment may be needed prior to the end of year to cover these unexpected expenses
- There continue to be decreases in expenditures for utilities, conferences, training, and book processing supplies due to the Library's being closed
- Funding from sources such as PPT, penal fines, and State Aid are subject to being reduced and/or eliminated in the near future. The Library will be making adjustments to reflect these potential future losses in our 2021 Budget

Resolved by Trustee Pappas, seconded by Trustee Khogali to accept the financial report for the month of July

Resolved by Trustee Khogali; seconded by Trustee Morrison to approve for payment check numbers 29189 through 29242 and July's payroll and retirement transfers and monthly interest notices.

6. Librarians' Report –

- The Library was able to reopen on July 29, 2020, a few days earlier than projected
- A Grab and Go service has been established for its patrons
- Even with the 33 people per building occupancy limit, there has been an average of 200 patrons per day visiting the Library
- The demand for placing holds has increased exponentially since patrons are currently not allowed to browse the entire Library and select materials in person on the Lower and Upper Levels
- Lauren Baker, Youth and Teen Coordinator, gave the Board a synopsis of the products and services being made available to youths and teens. The amount of interactive engagements through our newer services, like Book Bundles, with the youths and parents has been impressively high

6.1 Trustee Reports - None

7. Committee Reports

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

8. Old Business –

8.1 2020 Budget and COVID-19 Impact

- The impact of COVID-19 has created a new set of patrons' needs and resulted in increased holds of materials
- The Teen and Youth Department has been working diligently to meet the high demand of the popular Book Bundles. More staff is needed to help meet these demands.
- The Board understands the need to fill the open full time Teen Librarian and part time Youth Librarian positions. The Board recommends the Library temporarily hire contract workers to help meet the current demand. Budget considerations for new hires can be addressed in the near future

8.2 HVAC Project Budget Adjustment

- Director Souchock is requesting a budget adjustment for the HVAC duct work expenses
- Costs are still coming in for the architectural and engineering fees. Director Souchock will inform the Board of these costs, once they have been finalized

Resolved by Trustee Khogali, seconded by Trustee Pappas, to approve the Proposed 2020 Budget Adjustment of \$30,700 for building and services expenses

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas	5
ABSENT: Trustees Harper, Maguire	2
NAYS:	0
RESOLUTION PASSED	

- The resolution to approve purchasing LED lighting for the upper level computer cove area, in the amount of \$12,435, has been tabled by the Board. Due to the high costs of the HVAC project and the potential loss of revenue from PPT, Penal Fines, and State Aid. The purchase of LED lighting will be revisited in the future

Roll call:

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

ABSENT: Trustees Harper, Maguire 2

NAYS: 0

RESOLUTION POSPONED

9. New Business –

9.1 Present 2021 Library Operating Millage

- Director Souchock presented the 2021 Library Operating Millage to the Board for review and approval
- The actual revenue the Library will receive will be determined after the City and Township make their capture requests for their share of this millage revenue

10. Adjourn –

Resolved by Trustee Pappas, seconded by Trustee Morrison to adjourn the meeting at 8:38 p.m.

Roll call:

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

ABSENT: Trustees Harper, Maguire 2

NAYS: 0

RESOLUTION PASSED