

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, August 17, 2021**

**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**

1. Call to order and attendance – Vice -President Pappas called the meeting to order at 7:33 p.m.

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

\*President Khogali arrived at 7:34 p.m.

\*\*Trustee Morrison arrived at 7:46 p.m.

ABSENT: None

ALSO PRESENT: Shauna Anderson, Director; 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 Anderson to approve the agenda

AYES: 4

NAYS: 0

PASSED

3. Approve minutes of:

3.1 July's regular meeting

President Khogali arrived and proceeded to chair the meeting

Resolved by Trustee Anderson; seconded by Trustee Pappas to approve the Minutes of July's regular meeting

AYES: 5

NAYS: 0

PASSED

3.2 August 7, 2021's Budget Work Study Session

Resolved by Trustee Anderson; seconded by Trustee Pappas to approve the Minutes of August 7, 2021's Budget Work Study Session

AYES: 5

NAYS: 0

PASSED

4. Public comment – None

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

- Since expenditures have exceeded revenues for the past three years, the State has asked the Library to file a Corrective Action Plan (CAP). This overage is primarily due to withdrawals from the Library's capital fund and are considered onetime expenses. Director Anderson emphasized that the Library has not exceeded its budget plan in the past three years. With the assistance of the Library's auditor, a corrective action plan has been created to submit to the State
- The Library is still waiting for its share of penal fine disbursements. Director Anderson is following up on this since the disbursement should have occurred prior to August 1, 2021. Other libraries are also waiting for their disbursement
- The Library's signature cards for its JP Morgan and Chase accounts are being updated and will include all board members
- Director Anderson is working on changing how the Library receives its interest statements from in the mail to online. Online access will allow reporting revenue from investments in a timelier manner

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

AYES: 5

NAYS: 0

PASSED

Resolved by Trustee Walsh; seconded by Trustee Anderson to approve for payment check numbers 30060 through 30158 and July's payroll and retirement transfers and monthly interest notices.

AYES: 5

NAYS: 0

PASSED

## 6. Librarians' Report –

- There is a steady increase in the library's physical collection and electronic usage continues to remain high
- The elevators have been upgraded with new safety features in the event of a power failure
- The main level skyline is having leaking issues, especially when it rains heavily. Research is being done on how best to fix the situation
- Since Wayne County moved into the Substantial category, masks for patrons and staff are now required
- The Library's extending its evening hours was well met from the community
- Summer Reading program has been well-received, even though attendance is down from pre-COVID years
- The Library will seek collaboration with a local foundation to apply for funding to enhance zoom-compatible technology. This is in response to an increased demand by patrons for virtual programs
- The Strategic Planning Committee is continuing to work on soliciting community feedback about their use of the library and the role the library should play in their community

### 6.1 Trustee Reports –

- Trustee Khogali stated four people have applied for the open board position. The board will make a decision in the September board meeting
- Trustee Khogali welcomed Kwamsia Seals as the Library's new HR & Business Administrator

## 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

7.5 VEBA Committee – Held August 9, 2021

- Trustee Pappas stated the Committee does not see the need for any changes at this time, since the current plan is fully funded. It will be reviewed again in 2022
- Trustee Pappas asked if another employee representative needed to be added to the VEBA Committee. Director Anderson will check into this

Trustee Morrison arrived onsite

8. Old Business –  
8.1

9. New Business –

9.1 Chromebook Purchase, BOSCH Grant

- Melanie Bell, Head of IT, is requesting to make this purchase through INSIGHT, since they met all required specifications and came in at the lowest quote

Resolved by Trustee Morrison, seconded by Trustee Pappas to approve the purchase of 10 Chromebooks from INSIGHT at a cost of \$6,510.09

AYES: 6

NAYS: 0

PASSED

9.2 MERS Officer Delegate Certification

Resolved by Trustee Pappas, seconded by Trustee Anderson, to approve Kwamsia Seals as the Officer Delegate for the 2021 MERS Annual Conference

AYES: 6

NAYS: 0

PASSED

9.3 Presentation and discussion of 2022 Library Operating Budget

- Director Anderson recapped the adjustment that was made due to feedback from the Budget Work Study session. Funds, in the amount of \$2,000, was added to the Conference and Training line to allow for the board to attend ALA or PLA
- There were no further comments or question about the projected 2022 budget

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

AYES: 6

NAYS: 0

PASSED

9.4 Presentation and discussion of 2022 Millage

- The millage for 2022 was presented

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Walsh to adjourn the meeting at 8:05 p.m.

AYES: 6

NAYS: 0

PASSED

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Jean Walsh, Secretary

DRAFT