

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, December 18, 2018**

1. Call to order and attendance – President Maguire called the meeting to order at 7:36 p.m.

PRESENT: Trustees Anderson, Harper, Hickey, Maguire, Morrison, Pappas

ABSENT: Trustee George

ALSO PRESENT: Carol Souchock, Director; Robyn Lowenstein, Business and Human Resource Administrator

PUBLIC: Mr. Vaz – Plymouth, MI  
Mr. Yasir Khogali, Plymouth, MI

2. Approve agenda –
  - President Maguire changed 9.4 to '2018' Budget Adjustments and the Personnel Committee added item 9.5 '2019 Salaries and Budget Adjustment'

Resolved by Trustee Harper; seconded by Trustee Hickey to approve the agenda as adjusted

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of November's regular meeting -

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

Trustee Hickey abstained since she was not in attendance at the November 2018 meeting

AYES: 5

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz expressed his disappointment that his written comments were not included in the minutes. He also distributed a written copy of his comments. (Mr. Vaz’s handout is available in the library’s copy of the Dec. 2018 board packet. Please request assistance from Administrative staff for access.)

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

- Director Souchock was pleased with the E-rate reimbursement from TLN
- The Library is expecting its second grant payment from CFSEM in December. Trustee Hickey asked where the funds will be directed. Director Souchock said they are ear marked for Youth Services
- The Friends of the Library have donated \$3,600 for new Teen chairs
- Trustee Harper asked about the Library’s receiving a higher amount of interest than budgeted. Business Manager Robyn Lowenstein said the Library cashed in a couple CD’s. Instead of recording accumulated interest for 2019, the interest was recorded for year 2018

Resolved by Trustee Anderson; seconded by Trustee Hickey to accept the financial report

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Hickey; seconded by Trustee Anderson to approve for payment check numbers 27536 through 27637 and November’s payroll and retirement transfers and monthly interest notices

AYES: 6

NAYS: 0

PASSED

## 6. Librarians' Report –

- Director Souchock said a CFSEM representative will attend the January 2019 board meeting. The representative will give the Board background information about CFSEM in general and specific information on the Library's account. The Friends of the Library have also been invited since they traditionally make an annual donation to the Library's CFSEM account
- The Library's annual meeting, with the department's 2018 reports, is scheduled for February 2019
- The Library provides AARP tax service. This is a high demand service and the scheduling process is time consuming. Susan Stoney, who is in charge of this service, has created a new sign up process which includes offering Open Houses, with coffee and donuts funded by the Friends. The objective is to register 100 or so at one time, instead of handling over 100 phone calls
- Director Souchock recognized Trustee Kimberly Hickey for her loyal, dedicated service to the Plymouth District Library. She has been a Trustee of the Board since 1994 and is now retiring at the end of 2018
- Technology Petting Zoo will be held December 29<sup>th</sup> and December 30<sup>th</sup> funded by Bosch. There will also be an animal show on December 27<sup>th</sup> for the children
- Trustee Hickey asked if the Library receives money from the State based on circulation. Director Souchock said the Library receives State Aid based on a variety of factors but not specifically based on circulation

### 6.1 Trustee Reports

## 7. Committee Reports

### 7.1 Building Committee

### 7.2 Personnel Committee – December 18 meeting

- Trustee Anderson said the results of December 18<sup>th</sup>'s meeting will be discussed in Agenda Item #9.5

### 7.3 Goals Committee

## 8. Old Business –

### 8.1

9. New Business –

9.1 2019 Library Closings

Resolved by Trustee Hickey, seconded by Trustee Pappas, to approve the proposed list of Library Closings for 2019 and the New Year's Day, Wednesday, January 01, 2020

Roll Call:

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

RESOLUTION DECLARED: PASSED

9.2 2019 Blanket Purchase Orders

Resolved by Trustee Hickey, seconded by Trustee Pappas, to approve the proposed list of Blanket Purchase Orders for Fiscal Year 2019

Roll Call:

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

RESOLUTION DECLARED: PASSED

9.3 2019 Library Board Regular Meeting Dates

Resolved by Trustee Anderson, seconded by Trustee Pappas, to establish the calendar of 2019 Regular Library Board Meetings and 2020 Annual Meeting on the third Tuesday of each month at 7:30 P.M.

AYES: 6

NAYS: 0

PASSED

9.4 2018 Budget Adjustments

- Director Souchock reported on internal budget adjustments. No board action was taken

9.5 2019 Salaries and Budget Adjustment

- Trustee Anderson informed the board that the Merces Report is reviewed every two years to see how the Library’s salaries compare to other libraries. The committee has recommended an increase in salaries beginning January of 2019. In addition to general salary increases, the committee wishes to include funds for step increases. Therefore, a budget adjustment of \$90,000 is recommended
- Trustee Harper made the comment that in the next review, 2020, the Library may not be in a position to increase salaries if additional funding is not available

Resolved by Trustee Harper, seconded by Trustee Pappas, to approve the Merces Pay Structure review with staff increases effective January 1, 2019

Roll Call:

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

RESOLUTION DECLARED: PASSED

9.5 2019 Salaries and Budget Adjustment (continued):

Resolved by Trustee Harper, seconded by Trustee Pappas, to approve a 2019 Budget adjustment of \$90,000.00 for Staff salary increases. The 2019 budget will be **\$4,117,390**

Revenue	Fund Balance Draw	\$90,000
Expenditures	Salaries	\$90,000

Roll Call:

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

RESOLUTION DECLARED: PASSED

10. Adjourn –

Resolved by Trustee Hickey; seconded by Trustee Pappas to adjourn the meeting at 8:35 p.m.

AYES: 6	NAYS: 0	PASSED
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Brian Anderson, Vice President