

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Annual Meeting
Tuesday, February 19, 2019**

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

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

ABSENT: Trustee Anderson

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator, Holly Hibner, Adult Services Coordinator, Susan Stoney, Community Relations Specialist, Mary Kelly, Digital Services & Emerging Technology Librarian, Katie Page, Technical Services Coordinator., Ellen Gleason, Library Science Intern

PUBLIC: Mr. Michael Vaz – Plymouth, MI
Mr. Mark Onusko, Plymouth, MI

2. Approve agenda –

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of January's regular meeting -

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

AYES: 6

NAYS: 0

PASSED

9.1 2018 Annual Reports

- The Library Staff gave an overall synopsis of their annual reports. A copy of the Annual Reports can be found on the Upper Level

4. Public comment – None

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

- Director Souchock noted end of year donations and grants, expected in 2018, arrived in 2019 and are reflected in the current financials
- The Library is expecting to receive a Personal Property Tax reimbursement check of \$123,856.36, from the State of Michigan. The funds are expected to arrive in February or March of 2019. These funds are never included in the budget since they are not guaranteed
- Trustee Pappas asked about the check made out to Carl Miller for \$7,875.00. Director Souchock stated that Carl is our current IT consultant, assisting the Library until a new Head of IT is hired

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

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Maguire; seconded by Trustee Morrison to approve for payment check numbers 27728 through 27831 and January's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Librarians' Report –

- Director Souchock recognized that today is Sue Patterson's last day. She has been a librarian at the Plymouth District Library for 21 years. She will be returning as a sub-librarian. She has been responsible for the Library's excellent fiction collection
- The Library received two separate donations from James Osebold, one in January of 2018 to assist the Library with water damage near the fireplace, and one in February of 2019 to assist with the water pipe damage
- Director Souchock invited the board members to the Stella book launch held this Sunday, February 24th, from 1 – 3 pm and spoke of a future fund raising gala, sponsored by the owner of Stella's Tavern

- For the teen exam cram program, which gives teens the opportunity to study for their school exams, the Library stayed open after hours prior to finals week
- Saturday, February 23rd, from noon to 2 pm, Black History month will be celebrated with African American authors
- The Library received a grant “American Creed Grant”. There are a series of programs wrapped around a PBS film titled American Creed. The film talks about ideals that help shape America and how we shape our national identity through unifying beliefs. Diversity and whether or not diversity unites or alienates us is explored. April 13th the film will be shown, followed by panel discussions
- McCarthy and Smith has offered to release bids, at no cost to the Library, for the Library’s electrical and emergency lights. Bids are due by March 1, 2019. Director Souchock is requesting a special building committee meeting to analyze the bid results. Monday, March 4th at 7 pm was agreed upon. Director Souchock also wants to meet with the board to discuss the emergency lighting. Monday March 4th at 7:30 pm, for the special board meeting, was agreed upon
- Director Souchock is in the process of trying to come to an agreement with Otis on how much liability each party must be responsible for in projects

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee – No February Meeting
- 7.2 Personnel Committee – No February Meeting
- 7.3 Goals Committee – No February Meeting

8. Old Business –

- 8.1 FOIA Update
 - Director Souchock went over the basic policy changes that have been made to FOIA by the government

Resolved by Trustee Maguire, seconded by Trustee Pappas to approve the policy changes made to the FOIA

AYES: 6

NAYS: 0

PASSED

8.2 TLN Email Update –

- Director Souchock mentioned that TLN had many issues with its e-mail server due to spam. TLN moved to a new provider February 12th. Users will be required to update their passwords every 6 months
- Trustee Harper mentioned that due to TLN's move to a new e-mail service provider, he has had difficulty with his e-mails being forwarded. This issue is being resolved

9. New Business –

9.1 2018 Annual Reports – **See Above**

9.2 February 2019 Sprinkler Damage

- Director Souchock was very pleased to say repairs began yesterday. On February 1st, the main floor men's bathroom sprinkler, next to an exterior wall, erupted due to extremely cold weather conditions. Predominantly damage was limited to drywall and ceiling tiles. The insurance company will cover all costs due to damages. The cause of the damage, the sprinkler heads, will not be covered by the insurance company

10. Adjourn –

Resolved by Trustee Morrison; seconded by Trustee Pappas to adjourn the meeting at 9:23 p.m.

AYES: 6

NAYS: 0

PASSED

Jacqueline George, Secretary