

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, July 20, 2021**

**In-Person for Board Members  
Online Zoom for Guests**

1. Call to order and attendance – President Khogali called the meeting to order at 7:30 p.m.

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

ABSENT: Trustee Morrison

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Head of IT

PUBLIC: Mr. Vaz and Ms. Kwamisa Seals were identified. Others may have been present but did not identify themselves

2. Approve agenda –

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

AYES: 5

NAYS: 0

PASSED

3. Approve minutes of June's regular meeting -

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

AYES: 5

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz congratulated Shauna Anderson on her new position as Director of the Plymouth District Library. He wanted to know when the public will be allowed to attend meetings in person and asked for a more detailed explanation of the traffic flow chart presented in Agenda # 9.3.1. A copy of Mr. Vaz's comments is available in the Library's copy of the July 2021 Board packet. Please request assistance from Administrative staff for access

5. Financial report and list of bills for:

5A. May 2021:

Resolved by Trustee Walsh; seconded by Trustee Anderson to accept May's financial report.

AYES: 5                      NAYS: 0                      PASSED

Resolved by Trustee Anderson; seconded by Trustee Walsh to approve for payment check numbers 29921 through 30004 and May's payroll and retirement transfers and monthly interest notices.

AYES: 5                      NAYS: 0                      PASSED

5B. June 2021:

- The Library received its first of two draws from the Community Foundation of Southeast Michigan (CFSEM) fund, totaling \$21,757.00
- Hospitalization shows a credit that will balance out in the July financials

Resolved by Trustee Walsh; seconded by Trustee Anderson to accept June's financial report.

AYES: 5                      NAYS: 0                      PASSED

Resolved by Trustee Anderson; seconded by Trustee Walsh to approve for payment check numbers 30005 through 30059 and June's payroll and retirement transfers and monthly interest notices.

AYES: 5                      NAYS: 0                      PASSED

## 6. Librarians' Report –

- Circulation statistics are beginning to climb and patrons' electronic access continues to remain high
- Meeting rooms plan to reopen in August
- Elevator work is planned for the end of July
- Air quality testing was completed. The Library's indoor air is significantly cleaner than the outdoor air, posing no health hazards or risks to staff or patrons
- Full weekday hours will begin August 1, 2021 and Sunday hours will resume mid-September
- Staff Strategic Planning Committee met today to begin analyzing the needs of patrons in relation to their community. The objective is to find community based needs and determine how the Library can assist in meeting those needs. Statistical data will be collected to help determine patrons' community needs, using tools such as, outreach programs, online feedback forms, and in-house questionnaires for patrons to fill out

### 6.1 Trustee Reports

- Trustee Khogali welcomed Director Anderson to the Plymouth District Library
- Trustee Khogali thanked outgoing HR & Business Administrator Robyn Lowenstein for all the assistance she has provided the Board throughout the years
- Trustee Khogali stated the Board is looking to fill the open board position. The Library has a link on its web page for interested parties to apply. This position will be voted on and approved by the current board members

## 7. Committee Reports

7.1 Building Committee – No Meeting

7.2 Personnel Committee – Meeting held July 19, 2021

- The Personnel Committee approved the two new full time positions, Facilities and Teen Librarian

7.3 Goals Committee - No Meeting

7.4 Finance Committee - No Meeting

8. Old Business –

8.1 Library Reopening Policy

- Employees are no longer required to take their temperature and fill out a health form onsite. If symptomatic, staff must notify their supervisors for alternative work arrangements

9. New Business –

9.1 Acceptance of Gifts January 2021 – June 2021

Resolved by Trustee Pappas; seconded by Trustee George to accept gifts received by the Plymouth District Library from January 1, 2021 through June 30, 2021, totaling: \$8,884.59

AYES: 5

NAYS: 0

PASSED

9.2 2022 Budget Approval Schedule

Resolved by Trustee Anderson; seconded by Trustee Pappas to approve the proposed schedule for consideration of the 2022 Library Operating Budget, including Public Posting as required by Law.

AYES: 5

NAYS: 0

PASSED

9.3 Updated Hours of Operation

- The Library will be adding more weekday hours Monday through Thursday, beginning August 1, 2021, and reinstalling the Sunday hours mid-September

Resolved by Trustee Anderson; seconded by Trustee George to approve the revised hours of operation as stated above

AYES: 5

NAYS: 0

PASSED

9.3.1 Traffic Flow Analysis

- Director Anderson went over the data on the charts, identifying peak patron hours. This data helped decide the optimal hours that the Library needs to be open in order to best meet patrons' needs

9.4 Updated Organizational Chart

- Director Anderson provided the Board with an updated organizational chart

9.5 Full Time Facilities Position

- Director Anderson stated the Library needs a full time Facilities Coordinator more than a full time IT Coordinator. The full time Facilities Coordinator's salary, including benefits, is already included in this year's budget

Resolved by Trustee Pappas; seconded by Trustee Walsh to change the request for a full time IT Coordinator to a request for a full time Facilities Coordinator

AYES: 5

NAYS: 0

PASSED

9.6 Full Time Teen Librarian

- Director Anderson is requesting to hire a full time Teen Librarian. Although this position's benefits were not accounted for in this year's budget, the added costs of this position do not exceed the current year's budget

Resolved by Trustee Pappas; seconded by Trustee Walsh to create the position of full time Teen Librarian for the Plymouth District Library

AYES: 5

NAYS: 0

PASSED

10. Adjourn –

Resolved by Trustee Anderson, seconded by Trustee Pappas to adjourn the meeting at 8:24 p.m.

AYES: 5

NAYS: 0

PASSED

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Jean Walsh, Secretary

DRAFT