

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, July 16, 2019**

1. Call to order and attendance – President Anderson called the meeting to order at 7:31 p.m.

PRESENT: Trustees Anderson, \*Harper, Maguire, Morrison, Pappas

ABSENT: Trustee George, Trustee Khogali

ALSO PRESENT: Carol Souchock, Director; \*\*Sandy Young, Administrative Assistant

\*Trustee Harper arrived at 7:45 pm

\*\*Sandy Young left at 7:35 pm

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –
  - Director Souchock requested to add agenda item 9.3, MERS Report

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

AYES: 4

NAYS: 0

PASSED

3. Approve minutes of June's regular meeting -

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

AYES: 3

NAYS: 0

PASSED

ABSTAINED: Trustee Maguire abstained since she was not present at the June meeting

Resolved by Trustee Pappas; seconded by Trustee Morrison to approve the Minutes of June's regular meeting with the addition of Trustee Harper

AYES: 4

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz distributed his comments to the board, specifically addressing his concerns about not being able to obtain the labor and material costs for the emergency light fixtures. (Mr. Vaz’s handout is available in the Library’s copy of the July 2019 Board packet. Please request assistance from Administrative staff for access)

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

- Director Souchock stated the Library is at 50% of the year and expenditures are on track
- Director Souchock mentioned most of the changes that are seen are the final audit adjustments
- Trustee Anderson asked if the Library will do another Community Foundation draw in the 2019 calendar year. Director Souchock said yes there will be another draw this year

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

AYES: 5

NAYS: 0

PASSED

Resolved by Trustee Pappas; seconded by Trustee Maguire to approve for payment check numbers 28225 through 28336 and June’s payroll and retirement transfers and monthly interest notices.

AYES: 5

NAYS: 0

PASSED

6. Librarians’ Report –

- Director Souchock has nominated Trustee Steven Harper for the Michigan Library Association Heart of a Champion Award due to his exceptional assistance in the library field. The proposal was created with the help of Kathy Petlewski, our local history librarian
- Director Souchock gave a visual presentation of the Library’s new website, which is best described as ‘blog-like’. With the changeover to this website, the Library no longer has to maintain two separate websites, which was labor intensive. This website is mobile friendly

- The mobile application is taking off at an accelerated rate
- The Library will be hosting a booth at the Fall Festival with a special focus on teens. Director Souchock is asking for board members to help man the booth during the Fall Festival weekend, September 6<sup>th</sup> – September 8<sup>th</sup>
- The Library is hosting events this Saturday in honor of the 50<sup>th</sup> Anniversary of the Moon Landing from 9:30 am to 4:30 pm
- The Library's summer reading programs are going very well as evidenced by meeting room attendance of over 1300 people for this last month
- Director Souchock attended a work study session held by the City Commission to discuss the parking needs of the community. The Commission appears to be inclined to move forward with paid parking. A plan to do so will be created and presented by City staff

#### 6.1 Trustee Reports – None

### 7. Committee Reports

#### 7.1 Building Committee – July 15, 2019 Meeting

- Trustee Anderson said the committee will discuss its findings under agenda item 8.1

#### 7.2 Personnel Committee – No Meeting

#### 7.3 Goals Committee– No Meeting

#### 7.4 Finance Committee – No Meeting

### 8. Old Business –

#### 8.1 Boiler Pumps & Misc. HVAC work

- One of the two boiler pumps has failed. The hot water isolation valve, tied into the boilers, has also failed. Three bids were given to the Library. The second lowest bid, Gee & Missler, is being recommended for the job since they are providing the two year's labor and equipment warranty and because they put the boiler and the boiler pumps in previously

Trustee Harper moved the motion to not exceed \$25,000

Resolved by Trustee Harper, seconded by Trustee Pappas, to approve the Boiler Pumps and Misc HVAC work for \$25,000 and the associated budget adjustments

Roll Call:

AYES: Anderson, Harper, Maguire, Morrison, Pappas 5

NAYS: 0

RESOLUTION PASSED

9. New Business –

9.1 Acceptance of Gifts: January 2019 – June 2019

Resolved by Trustee Harper, seconded by Trustee Pappas, to accept Gifts received by the Plymouth District Library from January 1, 2019 through June 30, 2019. Totaling: \$46,951.77

AYES: 5                      NAYS: 0                      PASSED

9.2 2020 Budget Calendar

- The Board chose to meet for a Budget Work Study session on Saturday, September 28, 2019 at 9:30 am to work on the 2020 Library Operating Budget

Resolved by Trustee Harper, seconded by Trustee Pappas, to approve the proposed schedule for consideration of the 2020 Library Operating Budget, including Public Posting as required by Law.

AYES: 5                      NAYS: 0                      PASSED

9.3 MERS Report

- Director Souchock gave the board the MERS Report, with details to be discussed in the near future. The Library remains at 76% funding

10. Adjourn –

Resolved by Trustee Morrison; seconded by Trustee Harper to adjourn the meeting at 9:07 p.m.

AYES: 5

NAYS: 0

PASSED

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Michael Pappas, Treasurer