

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, May 18, 2021**

Online Using Zoom

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

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0

MOTION PASSED

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

ABSENT: None

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –
 - Agenda 9.1's title should read "Page Supervisor"

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

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

3. Approve minutes of April's regular meeting -

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

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0
RESOLUTION: PASSED	

4. Public comment – None

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

- The Library received its Personal Property Tax (PPT) refund from the State. Since the refund is never guaranteed, the revenue is not included in 2021's budget
- The Library's quarterly internal budget adjustments are in the process of being completed

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

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0
RESOLUTION: PASSED	

Resolved by Trustee Pappas; seconded by Trustee Walsh to approve for payment check numbers 29858 through 29920 and April's payroll and retirement transfers and monthly interest notices.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0
RESOLUTION: PASSED	

6. Librarians' Report –

- The Library has received a Bosch Grant to pay for Hotspots and Chrome books
- Director Souchock gave her final Librarian report. She thanked all staff members who have had to adapt their roles to accommodate the COVID-19 crisis

6.1 Trustee Reports –

- The Board of Trustee all expressed their sincere gratitude to Carol Souchock for her dedication and service to the Library as the Director

7. Committee Reports

7.1 Building Committee – No May Meeting

7.2 Personnel Committee – May 10, 2021

- The results of the Personnel Committee meeting will be addressed in Agenda items 8.3 & 9.1

7.3 Goals Committee - No May Meeting

7.4 Finance Committee - No May Meeting

8. Old Business –

8.1 Organization Chart Update

- An updated version of the organizational chart was presented to the Board

8.2 Library Service Update

- Due to changes in the State's mask laws, the Library updated its signage Friday, May 14th, allowing those fully vaccinated to enter the Library without masks
- The Library will be expanding its hours Monday – Thursday, opening at 10 am, instead of noon, starting June 1, 2021. Closing time remains at 7 pm
- The Library is in the process of clearing out the Walldorf Meeting Room in anticipation of conducting the final interviews for the Director position
- Meeting room space may be made available in fall of 2021

8.3 New Director Update

- Trustee Anderson stated the original 50 applicants have been narrowed down to a final two. The final interview will be conducted on Sunday, June 6, 2021 in the Walldorf Room. The public will be invited to attend virtually due to safe distancing restrictions

Resolved by Trustee Pappas, seconded by Trustee Morrison, to approve the final two candidates, Shauna Anderson and Garrett Hungerford, to move forward as the final candidates to fill the position as Director for the Plymouth District Library

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

9. New Business –

9.1 Page Supervisor Job Description and Classification

- The position has been updated to more closely reflect the current duties of the Page Supervisor and reclassify this position

Resolved by Trustee Pappas, seconded by Trustee Morrison, to reclassify the Page Supervisor position to Grade 9.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

9.2 Health Insurance Renewal

- Director Souchock and HR Administrator Lowenstein requested the Library renew the current health insurance company plan, which is fit for the Plymouth District Library's full-time and retired employees

Resolved by Trustee Pappas, seconded by Trustee Anderson, to approve the renewal of the current Employee Health Insurance BCN Healthy Blue Living Plan, for the Plan Year 07/01/2021 – 06/30/2022

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Morrison to adjourn the meeting at 8:15 p.m.

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
NAYS:	0
ABSENT:	0
RESOLUTION: PASSED	

Jean Walsh, Secretary

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

Special Meeting, Sunday June 6, 2021

In-person and Online Using Zoom

1. Call to order and attendance – President Khogali called the special meeting to order at 11:15 am

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

ABSENT: None

ALSO PRESENT: Melanie Bell, Director Interm & Head of IT, Bruce Koldys, IT staff member

PUBLIC: Mr. Brian Mortimore - Mortimore Consulting, LLC

Via zoom -

Mr. Vaz – Plymouth, MI

Others may have attended but did not identify themselves

Prior to beginning the meeting, President Khogali asked for a moment of silence in memory of Board of Trustee member Stephen Harper, who recently passed away

2. Approve agenda –

Resolved by Trustee Anderson seconded by Trustee Pappas to approve the agenda.

AYES: 6

NAYS: 0

PASSED

3. Public comment –

- Mr. Vaz thanked the Board for taking the time to interview potential candidates for the position of Director of the Plymouth District Library and asked the Board, time permitting, if his three interview questions could be included
- Mr. Vaz's handout, submitted prior to the meeting, is available in the Library's copy of the Special Meeting held on June 6, 2021 Board packet. Please request assistance from Administrative staff for access

4. New Business –

4.1 Candidate Interview – Garrett Hungerford

- The board members introduced themselves to the candidate
- The candidate was asked a series of interview questions

4.2 Candidate Interview – Shauna Anderson

- The board members introduced themselves to the candidate
- The candidate was asked a series of interview questions

4.3 Discussion

- Each Trustee submitted his vote and stated the reasons for voting that way
- Shuana Anderson received the majority vote

Resolved by Trustee Morrison, seconded by Trustee Anderson, to elect Shauna Anderson as the new Director of the Plymouth District Library

Roll Call:

AYES: Trustees Anderson, Khogali, Morrison, Walsh	4
NAYS: Trustees George, Pappas	2
ABSENT:	0
RESOLUTION: PASSED	

Resolved by Trustee Anderson, seconded by Trustee Morrison, to offer the position of Director of the Plymouth District Library, at a starting salary of \$96,800, to Shauna Anderson

AYES: 5	NAYS: 1	PASSED
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5. Adjourn

Resolved by Trustee Pappas; seconded by Trustee Anderson to adjourn the special meeting at 3:41 p.m.

AYES: 6	NAYS: 0	PASSED
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