

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

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

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

ABSENT: Trustee Morrison

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

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –  
Trustee Pappas asked that two items be placed on tonight's agenda - 8.2 IT Manager Update & 8.3 Cleaning Company Update

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of February's annual meeting -

Resolved by Trustee Maguire; seconded by Trustee Pappas to approve the Minutes of February's annual meeting.

AYES: 5

NAYS: 0

PASSED

ABSTAINED: Trustee Anderson abstained since he was not at the February meeting

4. Public comment –

- Mr. Vaz distributed a handout, which expressed his questions regarding the emergency lighting project. (Mr. Vaz's handout is available in the Library's copy of the March 2019 Board packet. Please request assistance from Administrative staff for access)

## 5. Financial report and list of February's bills –

- Director Souchock shared that she continues to seek additional revenue to provide funding for future projects through the use of grants. In addition she noted that several organizations that use the Library's meeting rooms provide donations to the library
- Librarians are being given the opportunity to seek grants for projects. Lauren Baker, a youth service librarian, has been given the opportunity to write a mini-grant request for the 'Michigan Center for the Book'. She has been granted \$250.00, which will be matched by the Friends of the Library for a project to provide collections of library materials in waiting rooms in our community.
- The BOSCH Foundation has asked the Library, through the Friends of the Library, to make a funding request once again this year. This year we are asking for funding to offset the cost of the powerful online resource Lynda.com, STEM workshops, and the purchase of VR goggles/phones
- Trustee George asked if the donors receive a response from the Library on how their funds are being used. Director Souchock said the donors receive a thank you letter, stating what their funds are being used for
- Trustee Harper asked how many full time employees the Library has. Business and Human Resource Administrator Robyn Lowenstein said 44.
- Trustee Harper asked if the furniture's account was over budget due to the flood. Director Souchock said no, it was not. These purchases were planned for in the budget and funds will be moved from furniture reserve back into furniture next month. Furniture replacements from the flood will be offset by insurance revenue and addressed in a budget adjustment in the future.
- Trustee George asked if children are causing any specific damage to the Library on the lower level. Director Souchock said no but spills occur regularly by all ages of visitors throughout the library.
- Trustee Maguire asked about vending machines for the patrons. Director Souchock said the Library has commissioned a new vending company

Resolved by Trustee Harper; seconded by Trustee Khogali to accept the financial report.

AYES: 6

NAYS: 0

PASSED

- Trustee Pappas asked about the two cleaning company checks, totaling approximately \$11,000. Director Souchock said it will be discussed in Agenda # 8.3

Resolved by Trustee Harper; seconded by Trustee Maguire to approve for payment check numbers 27832 through 27907 and February's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

#### 6. Librarians' Report –

- Director Souchock spoke about last Sunday's event featuring Matt Ball, the Boogie Woogie Kid. He travels to libraries around the state. It was very well attended
- Katie Page, the Technological Services Coordinator, implemented online payments from the Library's app and the website in SirsiDynix. This allows patrons privacy when paying their fines. At this time, the Library is picking up the fees associated with using an online charge card system. The feasibility of continuing to pick up these costs will be reviewed. The Library is charged \$0.35 per transaction with the Library currently paying about \$120.00 per month in fees for both Circulation Desk charge card transactions and self-check transactions. We expect adding payment through the App will increase this cost to \$150-170 a month. Fines and Fees revenue amount equates to around \$50,000 per year
- The President has proposed, for the third year in a row, to shut down the Institute of Museum and Library Services. This could impact the Library in terms of MeL, which provides our state wide interlibrary loan service
- Today the Library was asked to do a presentation on the Library's digital resources at the Plymouth morning Rotary Club. Mary Kelly, our digital services librarian, represented the Library at the presentation. The Library has almost one million titles available to our patrons through e-resources, sourced through our Library as well as consortiums. The Library is hosting "Digital Download Day" on Saturday, March 30<sup>th</sup>, whereby patrons come in and learn how to use the electronic resources
- The Library has been asked by the Chamber of Commerce to do a presentation on business resources Lynda and Reference USA on April 30<sup>th</sup>
- Director Souchock showed the board how patrons are able to use our app on their phones to check out materials. To date 157 patrons have downloaded the app onto their phones
- The Library will be closed the last Friday in March for Staff in Service Day. Staff safety training will focus on bomb threats with the assistance of the City of Police Department

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee – Did not meet in March
- 7.2 Personnel Committee – Did not meet in March
- 7.3 Goals Committee – Did not meet in March

8. Old Business –

8.1 Strategic Planning Update

- Director Souchock reviewed the overall goals and actions that have been set forth for the Library for 2019 focusing on our four core values. The Library will be using a concept called 'Touchpoints' to help us communicate the impact of the library on our community. Touchpoints include materials checked out, meeting room use, outreach and much more. All of these activities 'touch' the patron and help incorporate the Library into their lives
- The library board was pleased to support our 2019 Strategic Plan and are excited about moving forward with our goals

Resolved by Trustee Harper, seconded by Trustee Pappas, to support the Library's Strategic Plan and 2019 Goals and Actions

AYES: 6

NAYS: 0

PASSED

8.2 IT Manager Position Update

- Director Souchock committed to moving forward with filling the IT Manager position and a discussion took place on the labor market for this position

8.3 Cleaning Company Update

- Director Souchock is pleased with the current cleaning situation. This work is overseen by a part-time facilities coordinator, who is on the Library's payroll. We also have a janitorial service, seven days a week, which services the Library's cleaning needs with a staff that has remained consistent and loyal over the last several months. Director Souchock shared that the price point for our current company is competitive
- Trustee Pappas asked for a detailed cost breakdown of our current and recent services

9. New Business – None

9.1

9.2

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Maguire to adjourn the meeting at 9:18 p.m.

AYES: 6

NAYS: 0

PASSED

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Jacqueline George, Secretary