

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, March 17, 2020**

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

PRESENT: Trustees Anderson, George, Morrison, Pappas in person and Harper, Khogali, and Maguire via Zoom.

ABSENT: None

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

PUBLIC: Michael Vaz, Plymouth, MI

2. Approve agenda –

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

AYES: 7 NAYS: 0 PASSED

3. No minutes presented –
4. Public comment – None
5. Financial report and list of bills – None
6. Librarians Report – None
- 6.1 Trustee Reports - None
7. Committee Reports – None
8. Old Business – None
9. New Business
 - 9.1 Coronavirus and Library Closure
 - Discussion of the closure of the library building on March 13 at 5 pm per Governor Whitmer’s Order 2020-5 and subsequent Order 2020-9.

- Discussion on the expansion of online library services, phone and email service during the building closure.
- Discussion on the role of staff during the library's building closure.
- Resolved by Trustee Pappas, seconded by Trustee Khogali, to approve Staff Regular Wages, including Subs, while the library is closed through April 21, 2020.

AYES: 7

NAYS: 0

PASSED

9.2 HVAC Update

- Discussion of HVAC Duct work emergency project and the need to address this in a timely manner. Budget adjustments will take place once the cost of the work is determined.

Resolved by Trustee Pappas, seconded by Trustee Khogali, to provide the Director with the authority to move forward with addressing this emergency issue per our Purchasing Policy during the library's closure and direct her to report back to the board throughout the project.

AYES: 7

NAYS: 0

PASSED

9.3 Entrance Project

- Discussion on refinishing the library steps as required every 4 – 5 years per maintenance recommendations. Funds are available in the 2020 budget. Director to work towards completing this project during the library closure to minimize building access challenges.

Resolved by Trustee Khogali, seconded by Trustee Harper, to hire BNE, at the 2020 budgeted cost of \$17,000.

AYES: 7

NAYS: 0

PASSED

9.4 Library Finances

- Discussion on the potential economic impact of the COVID-19 pandemic

10. Adjourn

Resolved by Trustee Khogali; seconded by Trustee Pappas to adjourn the meeting at 8:30 p.m.

AYES: 7

NAYS: 0

PASSED

Jaqueline George, Secretary