

**Plymouth District Library Board
Dunning-Hough Library
Tuesday May 19, 2020, 7:30 p.m.
Online Meeting Using Zoom**

1. Call to order and attendance – President Anderson called the meeting to order at 7: 32 p.m.

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

ABSENT: Trustee Harper

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator, Susan Stoney, Community Relations Specialist, Lauren Baker, Youth and Teen Coordinator

PUBLIC: Mr. Vaz – Plymouth, MI, Eva Davis– Plymouth, MI, one other.

2. Approve agenda –

Resolved by Maguire; seconded by Khogali to approve the agenda

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

3. Approve minutes of:

- 3.1 March's regular meeting -

Resolved by Maguire; seconded by Khogali to approve the Minutes of March's regular meeting

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

3.2 April's regular meeting

Resolved by Maguire; seconded by Khogali to approve the Minutes of April's regular meeting

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

4. Public Comment – None

5. Financial Reports–

5.1 March's Financial Report and list of bills:

- Financials will be adjusted through the audit
- Several revenue accounts are lower due to the Library's closing in response to COVID-19 pandemic
- In anticipation of an increase in e-material demand, funds were transferred from the printed materials budget to the e-material account

Resolved by Trustee Khogali; seconded by Trustee Morrison to accept the March financial report

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

Resolved by Trustee Khogali; seconded by Trustee Morrison to approve for payment check numbers 29069 through 29126 and March's payroll and retirement transfers and monthly interest notices

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

5.2 April's Financial Report and list of bills:

- The State Appropriation revenue account received its second of two checks
- The Library received its PPT Refund in the amount of \$135,000 and the first payment from State Aid. The Library does not expect to receive the second State Aid payment due to the financial impact of COVID-19 on the state.
- Several revenue accounts are lower due to the Library's closing in response to COVID-19 pandemic

Resolved by Trustee Khogali seconded by Trustee Morrison to accept the April financial report

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

Resolved by Trustee Khogali; seconded by Trustee Morrison to approve for payment check numbers 29127 through 29188 and April's payroll and retirement transfers and monthly interest notices

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

6. Librarians' Reports-

- In response to COVID-19 pandemic, the Library has greatly expanded our virtual presence and is offering online programming for all ages.
- Patrons' concerns and questions are being addressed via email and phone and are being responded to 7 days a week.
- In response to being closed, the Library's social media presence, especially on Facebook, has been increased
- Youth and Teen Librarian Coordinator Lauren Baker gave the board an overall preview of the newly branded summer reading program, titled "Youth Summer Connection and Teen Summer Connection." All previously created summer programs were rebranded and adjusted to online services
- Trustees Maguire, George, and Morrisons' positions are up for re-election this year

6.1 Trustee Reports - None

7. Committee Reports –

7.1 Building Committee - No May Meeting

7.2 Personnel Committee - No May Meeting

7.3. Goals Committee - No May Meeting

7.4. Finance Committee - No May Meeting

7.5. VEBA Committee - Meeting held May 11, 2020

- Trustee Anderson stated that although first quarter returns have been affected by COVID-19, the Board has decided not to make any changes at this time but to continue to monitor the investments

8. Old Business –

8.1. Library Building Closure Update and Discussion of MI Safe Start Plan

- The Library is following State guided steps for reopening. At this time, the Library is not allowed to open nor is it allowed to offer curb-side service
- The Library continues to allow a limited number of essential employees access to the facility. Upon reopening, staff will be allowed back in in stages
- All meetings for the month of May and June have been cancelled
- The Library has been purchasing personal protection supplies in anticipation of and preparation of reopening
- The Personnel Committee will meet to add an addendum to the Personnel Handbook due to new FMLA and other state and federal requirements.
- The Personnel Committee will meet June 2nd and June 9th at 6 p.m. to create this new policy and bring it to the board in June.

8.2. Marketing Update by Susan Stoney

- Susan Stoney spoke about the various methods the Library is using to stay in touch with its patrons -
 - A direct mail piece was sent out listing all the online services available to the patrons
 - The Library is making use of YouTube, a free video sharing website
 - If patrons have any concerns, they are being encouraged to call the Library or contact the Library via email
 - Every first and third Wednesday, an electronic newsletter is sent out listing upcoming online events
 - Patrons are being offered the opportunity to get a digital library card

8.3 Library Staff Wages During Building Closure

- The Board approved continuing to pay Staff and Subs wages during the Library's closure

Resolved by Trustee Khogali, seconded by Trustee Morrison, to approve Staff Regular Wages, including Subs, while the Library building is closed through July 5, 2020

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

8.4 HVAC Update

- The HVAC project, which we hope to partially fund by the Dunning Grant and via an insurance claim, will begin in June. The project is expected to take the whole month of June.

8.5 Irrigation Update-

- Director Souchock is seeking Board approval to move forward with the 2nd stage of removing the Library's irrigation system from that of City Hall which will provide long term cost savings.
- Prices may have increased due to COVID-19 but should be offset by lower than usual building expenses since the Library is closed
- Director Souchock will be going out to bid for this project very soon

Resolved by Trustee Pappas, seconded by Trustee Khogali, to approve the internal budget adjustment to help offset the expenses of upgrading of our Irrigation System for \$10,000 with the funds coming from an expected reduction of utilities expenses due to the building closure.

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

9. New Business

9.1 2019 Audit Presented by Rana Emmons, C.P.A., PSLZ LLP

- Rana Emmons of PSLZ reviewed the 2019 Audit with the Board. The Library continues to maintain strong internal controls and expenses came in much lower than expected.

- COVID Impact:

Potential for loss in property tax revenues would be felt in Library FY 2022 unlike cities who will experience revenue reductions right away

The Library is expecting revenue loss from Penal Fines, State Aid, and PPT reimbursement in FY 2021 with some starting in 2020

The Library is projecting \$150,000 less in revenue annually starting in 2021.

Resolved by Trustee Pappas seconded by Trustee Khogali, to approve the 2019 Audit

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED

10. Adjourn

Resolved by Trustee Pappas; seconded by Trustee Morrison to adjourn the meeting at 9:01 p.m.

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas. 6

NAYS: 0

RESOLUTION PASSED