

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

ANNUAL MEETING

Tuesday, January 19, 2021

Online Using Zoom

At 7:34 pm, reelected board members Jacqueline George and John Morrison and newly elected board member Jean Walsh were sworn in.

1. Call to order and attendance – President Anderson called the Annual meeting to order at 7:48 p.m.

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

ABSENT: Trustee Harper

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator; Holly Hibner, Adult Services Coordinator; Lauren Baker, Youth & Teen Services Coordinator; Melanie Bell, Head of IT, Katie Page, Circulation Services Coordinator; Mary Kelly, Librarian

PUBLIC: Mr. Vaz – Plymouth, MI

Ms. Susan Feinberg, MERS representative

Others may have been present but chose not to identify themselves

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

MOTION PASSED

2. Election of Officers:

Library By-Laws call for election of officers at the January meeting. The current officers are: President Anderson, Vice-President Harper, Treasurer Pappas, and Secretary George. All have served a two-year term in office and, under Board by-laws, are not eligible to serve another term in the same office.

President:

President Anderson nominated Trustee Khogali for the position of President. Trustee Pappas, seconded it. There were no other nominations; nominations were closed.

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

MOTION PASSED

Trustee Anderson handed the meeting over to President Khogali

Vice-President:

Trustee Khogali nominated Trustee Pappas for the position of Vice-President. Trustee Morrison, seconded it. There were no other nominations; nominations were closed.

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

MOTION PASSED

Treasurer:

Trustee Anderson nominated Trustee George for the position of Treasurer. Trustee Morrison, seconded it. There were no other nominations; nominations were closed.

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

MOTION PASSED

Secretary:

Trustee Morrison nominated Trustee Walsh, for the position of Secretary. Trustee Anderson, seconded it. There were no other nominations; nominations were closed.

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

MOTION PASSED

The Officers for 2021 are:

President – Yasir Khogali

Vice President – Michael Pappas

Treasurer – Jacqueline George

Secretary – Jean Walsh

3. Approve agenda –

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

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

4. Approve minutes of December's regular meeting -

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

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

5. Public comment –

- Trustee Anderson informed Mr. Vaz that the Library's compensation package is similar in comparison to other libraries within its Class 5 category in terms of health care, dental, life insurance, and long-term disability
- Mr. Vaz asked about the pension plan offered through MERS. Trustee Anderson stated MERS is the pension plan used by most of the libraries

6. Financial report and list of December bills –

- The deferred revenue received in 2020 for year 2021 will be moved in late February as part of the audit
- The Operating Supplies budget exceeded its budgeted amount due to the necessity of having to purchase additional sanitary and cleaning supplies and PPE to combat COVID-19
- Since the Library is not required to make a VEBA payment this year, the budgeted funds may be utilized elsewhere, if needed

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

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
ABSENT: Trustees Harper	1
NAYS:	0

RESOLUTION PASSED

Resolved by Trustee Anderson; seconded by Trustee Pappas to approve for payment check numbers 29592 through 29648 and December's payroll and retirement transfers and monthly interest notices.

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh	6
ABSENT: Trustees Harper	1
NAYS:	0

RESOLUTION PASSED

7. Librarians' Report –

- See Agenda Item #10.1 for all Librarians' reports

7.1 Trustee Reports - None

8. Committee Reports – No January Meetings

- 8.1 Building Committee -
- 8.2 Personnel Committee -
- 8.3 Goals Committee -
- 8.4 Finance Committee -
- 8.5 VEBA Committee -

9. Old Business –

9.1 COVID-19 Update

- The Library is maintaining its current operational activities with adjustments due to COVID-19

9.2 Curbside Service Improvement Plan

- Katie Page created a curbside service improvement plan. The improvement plan's goal is to better meet patrons requests in a timely manner. The plan has been put in effect and significant improvements in patrons' waiting times have already been seen

10. New Business –

10.1 2020 Annual Reports

- Director Carol Souchock recognized all staff members for their outstanding performances during a very difficult time imposed upon everyone by COVID-19. She says staff met the challenges with flexibility, creativity, and perseverance
- The Board also thanked the staff for a job well done
- The Library Staff gave an overall synopsis of their annual and monthly reports. A copy of the Annual Reports can be found at the Reference Desk

10.2 Committee Assignments and Check Signers

- Board members confirmed and were reassigned to committees and check signing duties for year 2021

10.3 MERS Plan Adoption Agreement Addendum

- Ms. Susan Feinberg went over the adoption agreement addendum
- Prior to approval, two changes were made to the Defined Benefit Plan Adoption Agreement Addendum form:
 - Under Part III: "Employee Classification" the box checked for 'Part-Time Employees' will be changed from 'Not Employed' to 'Excluded'
 - Under Part V: The Board Meeting date will be changed to January 19, 2021

Resolved by Trustee Anderson, seconded by Trustee Morrison, to approve the MERS Adoption Agreement Addendum with the above changes

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

11. Adjourn –

Resolved by Trustee Pappas seconded by Trustee Anderson to adjourn the meeting at 9:28 p.m.

Roll call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas, Walsh 6

ABSENT: Trustees Harper 1

NAYS: 0

RESOLUTION PASSED

Jean Walsh, Secretary