

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, February 16, 2021**

Online Using Zoom

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

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

ABSENT: Trustee Anderson, Trustee Harper

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator, Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
NAYS:	0
ABSENT: Trustee Anderson, Trustee Harper	2

MOTION PASSED

2. Approve agenda –

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

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
NAYS:	0
ABSENT: Trustee Anderson, Trustee Harper	2

RESOLUTION: PASSED

3. Approve minutes of February's regular meeting -

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

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
NAYS:	0
ABSENT: Trustee Anderson, Trustee Harper	2

RESOLUTION: PASSED

4. Public comment –

- Mr. Vaz congratulated Jean Walsh on her new position as a trustee on the Plymouth District Library Board. He is looking forward to her new perspectives and ideas

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

- The Library will be meeting with the auditor shortly
- The Library is expecting its 2021 PPT, in the amount of \$154,860.84. PPT was not accounted for in the budget, since it is never guaranteed
- The Insurance Claim reimbursement for a patron's car accidently running over the curb and damaging a handicap sign, was received by the Library. The Library sustained a \$500 cost as part of its deductible

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

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
NAYS:	0
ABSENT: Trustee Anderson, Trustee Harper	2

RESOLUTION: PASSED

Resolved by Trustee Walsh; seconded by Trustee Pappas to approve for payment check numbers 29649 through 29717 and February's payroll and retirement transfers and monthly interest notices.

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
NAYS:	0
ABSENT: Trustee Anderson, Trustee Harper	2

RESOLUTION: PASSED

6. Librarians' Report –

- The Library opened late on February 16, 2021 due to harsh weather conditions. The Director thanked staff for their efforts and support in contacting affected patrons and rescheduling the patrons' curbside service pick up times
- Due to implementing the changes to the curbside service, there has been a significant improvement in the turnaround time of meeting patrons' requests. Appointments are available with a 48-hour turn around
- The Library submitted its yearly documentation for State Aid

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee - No February Meeting
- 7.2 Personnel Committee - No February Meeting
- 7.3 Goals Committee - No February Meeting
- 7.4 Finance Committee - No February Meeting
- 7.5 VEBA Committee – Met February 8, 2021
 - The VEBA Committee meets quarterly. The quarterly return on investments was reviewed and the Committee is pleased with the current rate of return on these investments
 - Robyn Lowenstein, Business Manager, has suggested the investments should be rebalanced once a year

8. Old Business –

8.1 Service Update and Reopening Plans

- Due to improved COVID-19 counts, the Library is reopening its doors to the public on March 1, 2021. Patrons will have access to the Main Level. Other floors will reopen in stages
- The Library will be functioning at Stage 4, Grab n’ Go, limiting patrons’ time in the library to one hour. The Library will publish the rules for patrons to follow during their one-hour visit to the Library
- The challenge facing the Library is to be able to maintain a good balance between curbside service and in-house services, while exercising proper distancing of staff and patrons. Occupancy will be limited to 30% capacity between staff and patrons

8.2 Elevator and Other Building Repairs and Upgrades

- With the expected PPT refund and the Library’s option of not funding VEBA this year, funds are available, if the board so chooses, for repairs and upgrades
- The Board felt the upgrades to the elevator were important due to safety issues and passed a motion to move forward with this project

Resolved by Trustee Pappas, seconded by Trustee Morrison, to spend up to \$32,000 on upgrading both elevator’s interior light systems

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
NAYS:	0
ABSENT: Trustee Anderson, Trustee Harper	2

RESOLUTION: PASSED

9. New Business –

9.1 Acceptance of Gifts: July 2020 – December 2020

Resolved by Trustee Pappas, seconded by Trustee George, to accept Gifts received by the Plymouth District Library from July 1, 2020 through December 31, 2020. Totaling: \$56,142.03

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
NAYS:	0
ABSENT: Trustee Anderson, Trustee Harper	2

RESOLUTION: PASSED

9.2 Hiring New Library Director

- Director Souchock went over the process of hiring a director. The Personnel Committee will meet this Saturday to start the process
- Trustee Khogali thanked Carol Souchock for her years of service

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Morrison to adjourn the meeting at 8:45 p.m.

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
NAYS:	0
ABSENT: Trustee Anderson, Trustee Harper	2

RESOLUTION: PASSED

Jean Walsh, Secretary