

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

**Online Using Zoom**

1. Call to order and attendance – President Khogali called the meeting to order at 7:33 p.m.

Roll Call:

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

NAYS: 0

ABSENT: 0

MOTION PASSED

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

ABSENT: None

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator, Melanie Bell, Head of IT; Lauren Baker, Youth/Teen Service Coordinator; Holly Hibner, Adult Service Coordinator

PUBLIC: Mr. Vaz – Plymouth, MI  
Mr. Brian Mortimore, Mortimore Consulting. LLC

2. Approve agenda –
  - Agenda Item #9.3 was moved to be addressed right after Agenda Item #2

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

Roll Call:

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

NAYS: 0

ABSENT: 0

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

- Trustee Anderson abstained from approving February's meeting minutes since he did not attend the meeting

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Walsh	5
ABSTAINED: Trustee Anderson	1
NAYS:	0
ABSENT:	0

RESOLUTION: PASSED

4. Public comment –

- Mr. Vaz shared his comments on a variety of topics. A copy of Mr. Vaz's comments is available in the Library's copy of the March 2021 Board packet. Please request assistance from Administrative staff for access

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

- The Library received it's PPT refund from the state, in the amount of \$154,860.84, which offsets some of the loss of revenue due to changes in PPT capture
- Director Souchock expressed her appreciation to Robyn Lowenstein, Business and Human Resource Administrator, for all her efforts in completing the yearly audit. Year 2020 utilized less of the Fund Budget than anticipated
- Security 101, one of the Library's valuable vendors, annually supports local organizations. The Library was selected as a recipient. An external security camera, and installation of the camera, with a market value of approximately \$1,500, was generously donated to the Library

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

## Roll Call:

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

RESOLUTION: PASSED

Resolved by Trustee Anderson; seconded by Trustee Pappas to approve for payment check numbers 29718 through 29774 and February's payroll and retirement transfers and monthly interest notices.

## Roll Call:

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

RESOLUTION: PASSED

## 6. Librarians' Report –

- The Library's new products from BrainFuse, will be very valuable to students, parents and job seekers. Youth/Teen Services Coordinator Lauren Baker explained HelpNow which is an online tutoring service for students and provides parent support functions and JobNow which supports those looking for career assistance.
- The transformation of our Reading Buddies program to an online version was a huge success. Trustee Khogali complemented the Reading Buddies program, stating his children look forward to the various reading programs offered by the Library
- The Upper Level was reopened to the public Monday, March 15<sup>th</sup>
- April 5<sup>th</sup> is the projected date to reopen the Lower Level to the public
- The Library is operating at 50% occupancy, which includes patrons and staff
- Meeting rooms are not being reopened yet. They are still being used to store materials that are being quarantined, furniture, and as staff work areas.
- According to a recent survey, most libraries in Wayne County are still operating in the Grab N' Go stage

## 6.1 Trustee Reports - None

7. Committee Reports

7.1 Building Committee – No March Meeting

7.2 Personnel Committee – March 13, 2021

- There may be a time lag between Director Souchock’s retirement and the hiring of a new Director. The director and HR/Business Administrator were asked to provide a backup plan detailing how major library business functions will be addressed during their absence.

7.3 Goals Committee – No March Meeting

7.4 Finance Committee – No March Meeting

8. Old Business –

8.1 Facility Position & Staffing Realignment

- The Facility position will be filled

9. New Business –

9.1 EAP (Employee Assistance Program)

- EAP from TLN was recommended by the Personnel Committee. Director Souchock and Robyn are pleased to be able to offer this employee assistance program to all of the Library’s employees through TLN

Resolved by Trustee Pappas, seconded by Trustee George, to allow the Library to contract with TLN to provide an EAP for all employees at a cost of \$1,100 a year

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.2 Executive Firm Recommendation

- Director Souchock and Robyn Lowenstein, Business and Human Resource Administrator, interviewed two consulting firms. The Personnel Committee recommend hiring Mortimore Consulting, LLC to facilitate the hiring of a new Director
- Brian Mortimore of Mortimore Consulting, LLC, gave the Board an overall synopsis of the services his firm will provide in the search of a new Director

Resolved by Trustee Pappas, seconded by Trustee Anderson, to hire Mortimore Consulting, LLC to facilitate the hiring of a new Director

Roll Call:

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

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.3 Honoring Steve Harper

- Trustee Anderson, and others, gave a testimonial in honor of Stephen Harper. Mr. Harper was a dedicated and tireless volunteer, who left behind an astounding legacy. He will be greatly missed by all.

10. Adjourn –

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

Roll Call:

AYES: Trustees Anderson, George, Khogali, Morrison, Pappas	5
NAYS:	0
ABSENT: Trustee Walsh	1

RESOLUTION: PASSED

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Jean Walsh, Secretary