

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, September 15, 2020**

Public Hearing on the proposed
2021 Proposed Library Millage and Budget

1. Call to order and attendance - President Anderson called the meeting to order at 7:31 pm

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

ABSENT: Trustees Harper, Khogali

*Trustee Morrison entered the meeting at 7:34 pm

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

PUBLIC: Mr. Vaz – Plymouth, MI
Ms. Jean Walsh, Plymouth, MI
Others may have been present, but did not identify themselves

Resolved by Trustee Pappas, seconded by Trustee Maguire to open the Public Hearing on the proposed 2021 Proposed Library Millage and Budget

Roll Call:

AYES: Trustees Anderson, George, Maguire, Pappas	4
NAYS:	0
ABSENT: Trustees Harper, Khogali, Morrison	3

RESOLUTION PASSED

2. Public Comment

- Mr. Vaz shared his comments on proposed budget's revenue and expense items and provided a handout of these comments to the Board. Mr. Vaz's handout is available in the Library's copy of the September 2020 Board packet. Please request assistance from Administrative staff for access

3. Adjourn

Resolved by Trustee Pappas, seconded by Trustee Morrison to close the Public Hearing on the proposed 2021 Proposed Library Millage and Budget at 7:41 pm

Roll Call:

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

RESOLUTION PASSED

1. Call to order and attendance – President Anderson called the Regular Meeting to order at 7:42 p.m.

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

ABSENT: Trustees Harper, Khogali

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

PUBLIC: Mr. Vaz – Plymouth, MI
Ms. Jean Walsh, Plymouth, MI
Others may have been present, but did not identify themselves

Resolved by Trustee Maguire, seconded by Trustee Pappas to open the Regular Meeting

Roll Call:

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

RESOLUTION PASSED

2. Approve agenda –

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

Roll Call:

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

RESOLUTION PASSED

3. Approve minutes of August’s Special Meeting and August Regular meeting -

Resolved by Trustee Pappas; seconded by Trustee George to approve the Minutes of August’s Special Meeting.

Roll Call:

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

RESOLUTION PASSED

Resolved by Trustee Pappas; seconded by Trustee Morrison to approve the Minutes of August’s Regular Meeting.

- Trustee Maguire abstained since she did not attend August’s Regular Meeting

Roll Call:

AYES: Trustees Anderson, George, Morrison, Pappas	4
NAYS:	0
ABSENT: Trustees Harper, Khogali	2
ABSTAINED: Trustee Maguire	1

RESOLUTION PASSED

4. Public comment – None

5. Financial report and list of August’s bills –

- The Library received its second of two annual payments from the CFSEM account
- The Library paid its first of two payments to McCarthy and Smith for the HVAC project

Resolved by Trustee Maguire; seconded by Trustee George to accept the financial report.

Roll Call:

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

RESOLUTION PASSED

Resolved by Trustee Maguire; seconded by Trustee George to approve for payment check numbers 29335 through 29369 and August’s payroll and retirement transfers and monthly interest notices.

Roll Call:

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

RESOLUTION PASSED

6. Librarians’ Report –

- The Library’s busiest times have been between 1 pm and 3 pm, with a marked slowdown in activity during the evening hours. Director Souchock is revisiting the range of Library hours open to best meet the public’s needs

- The Upper Level of the Library remains closed. The reopening of this area is being impacted by the local Fire Department's occupancy guidelines; the increase in COVID-19 positive test results in the local area; the new lighting being installed on the main stairway; and the required installation of plexiglass in the Upper areas where the public interacts with Library personnel
- The Lower Level area remains closed to the public. This area is still being used to store books during quarantine
- Friends Book Sale volunteers will be returning the third week of October after having gone through the COVID-19 training in September
- Home Delivery will also resume in the near future
- The Library's wireless network was upgraded a few years ago. These upgrades give patrons access to the Library's wireless service outside the library. We have been promoting this feature which is valued those who need wireless Internet access. This upgraded service can help those families who are struggling with sufficient Internet access for virtual learning
- Chamber meetings have been making use of the Library's front porch as a gathering venue
- Trustee Anderson asked for an update on how well patrons have been respecting the COVID-19 safety protocols. Director Souchock said patrons have been respectful of the rules. The Library is experienced attendance averaged 200 visits a day at the beginning and this month that is now up to 400 visits per day

6.1 Trustee Reports - None

7. Committee Reports

7.1 Building Committee – No September Meeting

7.2 Personnel Committee - No September Meeting

- The Personnel Committee will meet after the September 26 budget meeting and prior to October 20th's regular meeting

7.3 Goals Committee - No September Meeting

7.4 Finance Committee - No September Meeting

7.5 VEBA Committee - No September Meeting

8. Old Business – None

9. New Business –

9.1 Acceptance of Gifts – January 2020 through June 2020

Resolved by Trustee Maguire, seconded by Trustee Pappas, to accept Gifts received by the Plymouth District Library from January 1, 2020 through June 30, 2020. Totaling: \$7,552.66

Roll Call:

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

RESOLUTION PASSED

9.2 Present 2021 Library Operating Budget

- Director Souchock presented the proposed 2021 Library Operating Budget to the Board for their review. Paper copies of the budget are available upon request
- The increase in supply costs, due to COVID-19 , has been offset by the decrease in the material’s budget and the lack of travel costs
- The Library projects it should be able to balance the budget without using the Fund Balance
- Trustee Pappas asked about the prudence of proceeding with the building thermal imaging and energy analysis in December due to expenditure concerns. Director Souchock stated this is an important analysis to help reduce long term utility bills and support our long term building maintenance plan.

9.3 Approve 2021 Library Operating Budget Millage

Resolved by Trustee Pappas, seconded by Trustee Maguire to approve the 2021 Library Operating Budget Millage of 1.4448

Roll Call:

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

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Morrison to adjourn the meeting at 8:20 p.m.

Roll Call:

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

RESOLUTION PASSED

Jacqueline George, Secretary