

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, October 19, 2021**

In-person and Online Using Zoom

Meeting held in person for Library Board members, necessary staff, and guests that chose to attend in-person and held electronically for those who chose to attend via Zoom

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

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

NEW TRUSTEE PRESENT: Beth Sexton

ABSENT: Trustee Khogali

ALSO PRESENT: Shauna Anderson, Director via Zoom; Kwamsia Seals, HR & Business Administrator; Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI
Yasir Khogali – Plymouth Library Board member

Oath of Office: Elizabeth Sexton took an Oath of Office and became an active board member

2. Approve agenda –

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of September's regular meeting -

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

AYES: 6

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz congratulated Beth Sexton on becoming a board member
- Mr. Vaz asked where he could find the Library's By-Laws. Director Anderson said the By-Laws are in the process of being updated
- Mr. Vaz's handout, listing his comments, is available in the Library's copy of the October 2021 Board packet. Please request assistance from Administrative staff for access
- Trustee Yasir Khogali congratulated Beth Sexton on becoming a board member

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

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

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Walsh; seconded by Trustee Morrison to approve for payment check numbers 30226 through 30292 and September's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Librarians' Report –

- Director Anderson mentioned there was a drop in circulation, which is to be expected, now that Summer Reading Programs have ended
- The Library will be reviewing the checklist associated with The Library of Michigan Quality Service Audit. This checklist helps ensure libraries stay on top of quality service and maintain their core essentials
- The Library received its penal fine check, which will be discussed in next month's board meeting
- The full-time Facility Manager position and the full-time Teen Librarian position will be posted when the Director returns in November
- The Library's steps are being resurfaced
- The Strategic Planning Committee has compiled an array of data through its surveys. This data will be drafted into a document and presented to the Board next month

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee – No meeting
- 7.2 Personnel Committee - No meeting
- 7.3 Goals Committee - No meeting
- 7.4 Finance Committee - No meeting
- 7.5 VEBA Committee - No meeting

8. Old Business – None

9. New Business – None

- Trustee Sexton gave an overview of her background, per the request of Mr. Vaz

10. Adjourn –

Resolved by Trustee Anderson; seconded by Trustee Morrison to adjourn the meeting at 7:55 p.m.

AYES: 6

NAYS: 0

PASSED

Jean Walsh, Secretary