

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, September 17, 2019
Public Hearing of 2020 Budget & Millage and Regular Meeting**

1. Call to order and attendance – President Anderson called the meeting to order at 7:31 p.m.

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

ABSENT: None

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

**Carol Souchock, Director and Robyn Lowenstein, Business and Human Resource Administrator both arrived at 7:33 pm

PUBLIC: Mr. Vaz – Plymouth, MI
Mr. Lewis – Plymouth, MI

President Anderson closed the Regular Meeting @ 7:33 pm and called to order the Public Hearing on the 2020 proposed Library Budget and 2020 Millage at 7:34 pm

Resolved by Trustee Harper, seconded by Trustee Pappas to close the Regular meeting and open the Public Hearing on the 2020 proposed Library Budget and 2020 Millage

AYES: 7

NAYS: 0

PASSED

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

ABSENT: None

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
Mr. Lewis – Plymouth, MI

Public Comment –

- Mr. Vaz handed out a summary of his comments regarding the proposed 2020 Budget and Agenda Item #9.1 These comments are available in the Library's copy of the September 2019 Board packet. Please request assistance from Administrative staff for access

President Anderson closed the Public Hearing and called to order the regular meeting at 7:41 pm

Resolved by Trustee Pappas, seconded by Trustee Harper to close the Public Hearing and open the regular meeting

AYES: 7

NAYS: 0

PASSED

2. Approve agenda –

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

AYES: 7

NAYS: 0

PASSED

3. Approve minutes of August's regular meeting -

Resolved by Trustee Maguire; seconded by Trustee Harper to approve the Minutes of August's regular meeting.

AYES: 6

NAYS: 0

PASSED

ABSTAINED: Trustee George abstained from voting since she was not present at the August meeting

4. Public comment –

- Mr. Vaz handed out a summary of his comments regarding the emergency lighting upgrades. These comments are available in the Library's copy of the September 2019 Board packet. Please request assistance from Administrative staff for access

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

- Library expenditures are on track for the year, which is 67% completed
- The Library received a dividend from MML for its share of claim funds not used
- The Director is working to decrease the costs associated with the 'plain old telephone service', POTS, by reducing the number of lines used. The Library is unable to completely remove POTS since the elevators use POTS phone lines. She is considering adding a backup ISP service. Trustee Khogali suggested the Library consider 'Voice-Over IP' as an alternative system
- The Library will be switching over to the enhanced '911' service before the end of this year, as mandated by law. This enhanced '911' service identifies the caller's location
- Trustee Anderson asked if the Library had received its penal fines. Director Souchock said the fines are expected to be received in October. Legislature is looking at pulling penal fines away from libraries, since it is constitutional not statutory
- The Library is continuing to investigate converting to LED lighting for long term cost savings. Trustee Khogali asked if there are grants for conversion from the utility companies that may be available to the Library. The Director said yes there are. The grants operate on a 'first come, first served' basis and only last as long as the limited amount of funds are available

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

AYES: 7

NAYS: 0

PASSED

Resolved by Trustee Harper; seconded by Trustee Maguire to approve for payment check numbers 28409 through 28537 and August's payroll and retirement transfers and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

6. Librarians' Report –

- Director Souchock thanked those board members who participated at the Fall Festival, with over 2,000 people visiting the Library's booth. The Library's magician show, at the Fall Festival, was attended by 389 people
- Camp Plymouth, a Library sponsored event, had 44 adults and 65 children in attendance
- Staff held our first "Escape Room" event in August, popular event in libraries targeted toward teens
- Elizabeth Berg, a nationally known author, held an event at the Library with the support of the Friends, in early August
- The Library's electronic resource circulation increased 52% over the same month last year
- Trustee Harper asked if there is any consideration to change the OverDrive group that the Library is currently a part of. Director Souchock said no, the Library was one of the earliest members and has accumulated a large collection that would be lost if we changed
- Shirley Bruursema has offered to meet with the Board. Three dates were offered with November 9th being selected

6.1 Trustee Reports –

- Director Souchock handed out an informational newsletter authored by Shirley Bruursema

7. Committee Reports

- 7.1 Building Committee – No August Meeting
- 7.2 Personnel Committee – No August Meeting
- 7.3 Goals Committee – No August Meeting
- 7.4 Finance Committee – No August Meeting

8. Old Business –

8.1

9. New Business –

9.1 Technology Department Three Year Budget Plan

- Melanie Bell, Head of IT, presented her working 3 year budget plan and answered general questions by the board

9.2 Present 2020 Library Operating Budget

- Director Souchock highlighted areas of the budget plan for 2020, with the intention of a more detailed analysis of the plan at the September 28th Budget Workshop meeting

9.3 Approve 2020 Library Operating Budget Millage

Resolved by Trustee Harper, seconded by Trustee Pappas, to approve the 2020 Millage Resolution

ROLL CALL:

AYES: Trustees Anderson, George, Harper, Khogali, Maguire, Morrison, Pappas	7
NAYS:	0
ABSENT:	0

RESOLUTION DECLARED: PASSED

- Robyn Lowenstein gave the Board a spreadsheet showing the difference between Fund Balance dollars budgeted versus actually used for years 2015 -2019. Each year the Library has drawn less money than projected

10. Adjourn –

Resolved by Trustee Harper; seconded by Trustee Pappas to adjourn the meeting at 9:34 p.m.

AYES: 7

NAYS: 0

PASSED

Jacqueline George, Secretary