

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, June 18, 2019**

1. Call to order and attendance – President Anderson called the meeting to order at 7:34 p.m.

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

ABSENT: Trustee Maguire

ALSO PRESENT: Carol Souchock, Director; Robyn Lowenstein, Business and Human Resource Administrator

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of May's regular meeting as amended
  - Trustee Harper corrected the spelling of Rana Emmons' name

Resolved by Trustee Pappas; seconded by Trustee Khogali to approve the Minutes of May's regular meeting as amended.

AYES: 6

NAYS: 0

PASSED

4. Public comment – None

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

- The Friends of the Plymouth District Library generously donated \$5,000 to the Library's account at Community Foundation of Southeast Michigan and have created a new account in the amount of \$5,000 to begin saving for the Library's future needs
- Director Souchock is investigating the costs associated with replacing the boiler pumps. Director Souchock is estimating the costs will be less than \$25,000
- Director Souchock stated the Library will be investigating investment options for the VEBA plan due to changes at Alerus

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

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Harper; seconded by Trustee Khogali to approve for payment check numbers 28119 through 28224 and May's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Librarians' Report –

- Director Souchock spoke about Holly Hibner's comments in reference to the American Creed event, in which Ms. Hibner expressed the positive outcome(s) that occurred at this event
- One of our patrons, Angelique James, has donated 15 rolling carts for the Library's staff to use. Her company no longer needed them and she thought of the library
- The Michigan Library Association's conference will be held October 16-18 of this year in Novi. Director Souchock asked board members to attend at least one of the days
- Shirley Bruursema has offered to participate in next year's Staff Day to help educate the staff
- The Library's website will be changing the first of July to WordPress. This more user friendly software will make it easier for staff to update and maintain the website

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee – No June Meeting
- 7.2 Personnel Committee – No June Meeting
- 7.3 Goals Committee – No June Meeting
- 7.4 VEBA Committee -= June 17, 2019 Meeting

- Trustee Harper said the VEBA committee met with the representative from Alerus, who recommended that the Library keep some funds in the money market and consider real estate and mortgage investment. The Library's current investment policy makes it impossible to invest in these sectors. Director Souchock and Robyn Lowenstein, Business and Human Resource Administrator, will be seeking advice on updating the Library's investment policy. The VEBA committee recommends seeking alternative investment companies, in order to explore more investment opportunities for the Library
- The VEBA Committee will be meeting again in August and will provide the board with updated information in September

8. Old Business –

8.1 IT and Facility Staffing Update

- Director Souchock said over 100 candidates applied for this position. Ten were interviewed with 5 being asked back for a second interview. Interviews will be completed this weekend. The Library's goal is for the new IT person to start in early August, with our current IT contractor remaining onboard through early September. There are two positions that need to be filled. The Head of IT, which is being filled now, and a manager position to administer projects and manage the IT team, which will be filled this fall
- Director Souchock said the Facilities Lead is out on medical leave. A decision was made to keep the current contracting company for the remainder of his absence

9. New Business –

9.1 Review Equipment and Building Reserve

- Director Souchock stated the most recent audit assigned a million dollars of our fund balance for future building needs. She went over the projected building expenses for the next twenty years. For example, the elevators will need mechanical replacements in approximately five years. All projected repairs and estimated year of repair are included on the spread sheet

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Morrison to adjourn the meeting at 9:08 p.m.

AYES: 6

NAYS: 0

PASSED

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Jacqueline George, Secretary