

**Plymouth District Library Board  
Dunning-Hough Library  
223 S. Main Street  
Plymouth, MI 48170  
Tuesday, January 15, 2019**

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

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

ABSENT: Trustee George

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator; Susan Stoney, Community Relations Specialist

PUBLIC: Mr. Vaz – Plymouth, MI  
Mr. Joe Gilmore, Plymouth, MI  
Mrs. Diane Cupps  
Mr. Randall Ross, CFSEM Representative

2. Election of Officers

**President:**

Trustee Maguire nominated Trustee Anderson for the position of President. Trustee Morrison seconded it. There were no other nominations; nominations were closed.

AYES: 6

NAYS: 0

PASSED

**Vice-President:**

Trustee Anderson nominated Trustee Harper for the position of Vice-President. Trustee Morrison seconded it. There were no other nominations; nominations were closed.

AYES: 6

NAYS: 0

PASSED

**Secretary:**

Trustee Morrison nominated Trustee George for the position of Secretary. Trustee Harper seconded it. There were no other nominations; nominations were closed.

AYES: 6

NAYS: 0

PASSED

**Treasurer:**

Trustee Anderson nominated Trustee Pappas for the position of Treasurer. Trustee Morrison seconded it. There were no other nominations; nominations were closed.

AYES: 6

NAYS: 0

PASSED

The Officers for 2019 are:

President – Brian Anderson  
Vice-President – Stephen Harper  
Secretary – Jacqueline George  
Treasurer – Michael Pappas

Trustee Anderson assumed the Presidency and proceeded to conduct the meeting.

3. Approve agenda –

- President Anderson asked to address Agenda item 10.4 right after Agenda item 4 out of consideration for Randall Ross of CFSEM

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

AYES: 6

NAYS: 0

PASSED

4. Approve minutes of December 2018's regular meeting -

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

AYES: 6

NAYS: 0

PASSED

5. Public comment –

- Mr. Vaz distributed a handout, which expressed his concerns. (Mr. Vaz's handout is available in the Library's copy of the January 2019 Board packet. Please request assistance from Administrative staff for access)

## 6. Financial report and list of December 2018's bills –

- Director Souchock mentioned that the December financials will be adjusted once the audit is complete
- 2018 donations and grants, expected in 2018, that have yet to be received will be added to the financials for fiscal year 2018 if received in early 2019
- A new digital movie service, Kanopy, will soon begin. The Library is starting with a maximum amount of 4 downloads per patron per month
- Trustee Anderson asked where the maker table, donated by Plymouth Colonial Kiwanis Club, for the teens will be located. Director Souchock said it will be placed at the entrance to the Teen Zone

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

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Harper; seconded by Trustee Morrison to approve for payment check numbers 27638 through 27727 and December 2018's payroll and retirement transfers and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

## 7. Librarians' Report –

- Director Souchock spoke about the Technology Petting Zoo event which exceeded PDL's expectations, offering patrons virtual reality and 3-D printing. During the wrap up session, it was decided that the Library would like to offer a robotics day and more virtual reality opportunities. In the future, the Director would like to do a community wide maker faire
- Teen Librarian Shauna Anderson and Intern Marissa Lasoff-Santos were awarded a grant for the ALA Public Programs Office's upcoming American Creed: Community Conversations project
- TLN is connecting with the Red Wings, theatre production companies, and other organizations to allow Libraries to offer their patrons discounted pricing. Trustee Khogali asked how these discounts will be advertised. Director Souchock said traditionally through the website and social media

7.1 Trustee Reports - None

8. Committee Reports

- 8.1 Building Committee – No December Meeting
- 8.2 Personnel Committee – No December Meeting
- 8.3 Goals Committee– No December Meeting

9. Old Business –

- 9.1

10. New Business –

10.1 Committee Assignments and Check Signers – It is customary for the Board to review its committees at the January meeting to determine if they are still useful, and for the President to reappoint members and fill vacancies.

- Director Souchock asked that a Finance Committee be created to better understand the Library's finances and help plan for the upcoming mileage request

The following members were appointed to 2019's Committees:

**Committees:**

- Finance – Anderson, Khogali, Morrison
- Personnel – Harper, Maguire, Pappas
- Goals – George, Khogali, Maguire
- Building – George, Morrison, Pappas
- Director Evaluation – Anderson, George, Harper

**VEBA Board:**

- VEBA – Harper, Morrison, Pappas

**Check Signers:**

- Jan – April                      George, Maguire
- May – August                    Khogali, Morrison
- Sep – Dec                         Anderson, Harper

10.2 Accept Gifts July – December 2018

- Resolved by Trustee Harper, seconded by Trustee Pappas, to accept Gifts received by the Plymouth District Library from July 1, 2018 through December 31, 2018. Totaling: **\$18,199.25**

AYES: 6

NAYS: 0

PASSED

10.3 VEBA Transfer

Resolved by Trustee Harper, seconded by Trustee Pappas, to approve a contribution to the PDL VEBA of \$117,100.00, to be charged to 2019 Operating Budget 'VEBA CONTRIBUTION'.

AYES: 6

NAYS: 0

PASSED

10.4 CFSEM Presentation by Randall S. Ross

- Mr. Randall Ross, from CFSEM, gave a presentation to the Board informing them of the various ways CFSEM contributions help support the Library and the positive impact CFSEM makes in the communities

11. Adjourn –

Resolved by Trustee Khogali; seconded by Trustee Pappas to adjourn the meeting at 8:55 p.m.

AYES: 6

NAYS: 0

PASSED

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Stephen Harper, Vice-President