

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday August 16, 2022, 7:30 p.m.

Hybrid Meeting In-Person and Using Zoom

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

PRESENT: Trustees *Anderson, George, Khogali, Morrison, Pappas, Sexton, Walsh

*Trustee Anderson arrived at 7:57 pm

ABSENT: None

ALSO PRESENT: Shauna Anderson, Director, Melanie Bell, Head of IT

PUBLIC: Mr. Vaz – Plymouth, MI
Ms. Jessica Yaser – Plymouth
Mr. Ron Picard – Plymouth
Ms. Sheryl Picard – Plymouth
Ms. Susan Chargo - Plymouth

2. Approve agenda –

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of August's regular meeting -

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

AYES: 6

NAYS: 0

PASSED

4. Public comment –

- Mr. Ron Picard expressed his concerns with ALA's Code of Ethics and the Library's use of gender identity pronouns
- Mr. Vaz congratulated Sandra Young on becoming a full time employee

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

- The Library is seeking quotes from local accounting offices to support the library's bookkeeping activities
- Director Anderson will begin rotating auditors for its yearly audits
- Payroll issues are in the process of being resolved. The errors occurred due to an ADP software issue

Resolved by Trustee Walsh; seconded by Trustee Sexton to approve for payment check numbers 30971 through 31097 and August's payroll and retirement transfers and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

6. Director's Report –

- Circulation of physical collections and eResources continue to trend upwards
- The donation from the Dunning Foundation will be used to support updates to the library meeting rooms
- Minimum wages will be increased, beginning next year, to meet the ruling handed down by the Michigan courts

6.1 Trustee Reports

- Trustee Khogali congratulated new hires and those with anniversary dates

7. Committee Reports

7.1 VEBA Committee –

- Results of the committee meeting will be discussed in Agenda #8.2

8. Old Business –

8.1 Harper Memorial Room

- Trustee Anderson asked if there will be a plaque. There are now two study rooms, Hallam and Harper, named after people. Signage will be included

Resolved by Trustee Pappas, seconded by Trustee George, to name the group study room next to the Creative Lab the “Harper Memorial Room”

AYES: 7

NAYS: 0

PASSED

8.2 VEBA Plan Update, Approval

- As the number of retirees increases, the current VEBA plan is reaching a point of unsustainability. The Library is recommending changes to the VEBA plan to keep the current plan affordable, while allowing retirees more flexibility and options

Resolved by Trustee Morrison, seconded by Trustee Pappas, to approve the following:

RESOLVED: That the First Amendment to the Plymouth District Library Retiree Medical Plan is hereby adopted in the form attached hereto effective as set forth therein; and

FURTHER RESOLVED: That or any officer of the Library is hereby authorized to execute the First Amendment and any other documents that are necessary in order to implement the foregoing resolution on behalf of the Library.

AYES: 7

NAYS: 0

PASSED

8.3 Collection Policy, Approval

- The Collection Policy has been updated to better align with the needs of the community

Resolved by Trustee Anderson, seconded by Trustee Morrison, to approve the Collection Development Policy as written

AYES: 7

NAYS: 0

PASSED

9. New Business –

9.1 2023 Operating Budget Proposal

- The proposed Operating Budget's focus is on streamlining the budget while creating services that have a positive impact on the community

Resolved by Trustee Pappas, seconded by Trustee Anderson to approve the Proposed 2023 Operating Budget for the purpose of discussion and public hearing at a total of \$4,049,000

AYES: 7

NAYS: 0

PASSED

9.2 Landscape Architect Quote

- The library would like to make better use of its outdoor spaces to provide more services to the community. In keeping with a number of local organizations, the new proposed landscaping will focus on native, pollinator-friendly perennials that provide year-round visual enjoyment

Resolved by Trustee Pappas, seconded by Trustee Walsh, to approve hiring Insite Design Studio to design the Centennial Grounds improvement project at a cost of \$19,850

AYES: 7 NAYS: 0 PASSED

9.3 Full Time, Administrative Assistant, Approval

- Reclassifying the Administrative Assistant position from part-time to full-time allows this position to take on more clerical supportive duties

Resolved by Trustee Pappas, seconded by Trustee Morrison, to change the Administrative Assistant position from part-time to full-time status

AYES: 7 NAYS: 0 PASSED

10. Adjourn -

Resolved by Trustee Pappas; seconded by Trustee Morrison to adjourn the meeting at 8:52 p.m.

AYES: 7 NAYS: 0 PASSED

Jean Walsh, Secretary