

# PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday May 17, 2022, 7:30 p.m.

Hybrid Meeting In-Person and Using 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, Sexton, Walsh

ABSENT: Trustee Khogali

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

PUBLIC: Mr. Vaz – Plymouth, MI

Ms. Alanna Maguire, Plymouth City Commissioner

Ms. Jessica Yaser, Plymouth, MI

2. Approve agenda –

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

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of April's regular meeting -

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

AYES: 6

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz’s comments and suggestions may be found in the May 2022 meeting minutes, located in the Administration Office
- Ms. Alanna Maguire thanked Director Anderson for presenting the Library’s concerns about the potential fees associated with public parking at the May 9, 2022 City of Plymouth meeting

5. Financial report and list of April’s bills –

- The Book Fines/Fees account has been reclaimed and should now be able to provide accurate revenue data. Best practice in libraries is evolving into the elimination of overdue fees and only charging for lost materials. Director Anderson is monitoring this account closely to determine the impact fines/fees has on the Plymouth District Library
- Due to formatting issues, fewer checks were run this month. The issues have been resolved and checks have now been processed. These will be reflected on next month’s check register
- The Library took its VEBA disbursement and has almost balanced out this fund

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

AYES: 6

NAYS: 0

PASSED

Resolved by Trustee Walsh; seconded by Trustee Anderson to approve for payment check numbers 30721 through 30745 and April’s payroll and retirement transfers, credit card transactions and monthly interest notices.

AYES: 6

NAYS: 0

PASSED

6. Director's Report –

- Physical circulation has shown a decrease for the first time over last year's data
- Data base usage increased. The release of the 1950 census created interest in the genealogy world, providing people an opportunity to research family histories
- Tax season was very busy with over 2,500 forms and booklets handed out
- Take home kits for adults were well received. Librarian Sarah Vargas received a grant to extend take home kits for low-vision patrons. The grant was made possible through Library Access Friends
- In technology, all categories, except computer sessions, did experience decreases
- Library tours, as part of National Library Week in April, received such strong community support that the tours will continue on a monthly basis
- The first in-person volunteer celebration in over two years was held with strong attendance
- The Library participated in the Mental Health & Wellness Fair at Kellogg Park and counted over 200 interactions with participants, making it the most successful outreach program so far this year
- The Library's computer server room is in need of a new mini-split HVAC system to keep the computer room at the proper cooler temperatures. Quotes were secured and a vendor selected
- Annual elevator and back flow inspections took place this month
- The Library is in the process of hiring a new cleaning crew

6.1 Trustee Reports - none

7. Committee Reports

7.1 Personnel Committee – May 9, 2022

- The Personnel Committee meeting will be discussed under New Business

7.2 VEBA Committee – May 2, 2022

- VEBA Committee results will be discussed under agenda item #9.7

8. Old Business – None

9. New Business –

9.1 Door Access System Bid, Approval

- Yong Heo, Facilities Manager, is recommending to use Security 101, a company whom the Library has had success using in the past. They were also the only company that gave detailed support documents for the project
- The fobs will replace key pads that are failing and will be added to some doors that currently have open door access

Resolved by Trustee Morrison, seconded by Trustee Anderson, to approve hiring Security 101 of Canton, MI to furnish the library's door access system. The total project is \$32,917.73

Roll Call:

AYES: Trustees Anderson, George, Pappas, Sexton, Walsh	6
NAYS:	0
ABSENT: Trustee Khogali	1

RESOLUTION: PASSED

9.2 Assistant Director Position, Approval

- Director Anderson is requesting to change Melanie Bell's title from Head of IT to Assistant Director, a position she has been filling without the title for the past year

Resolved by Trustee George, seconded by Trustee Morrison, to change Melanie Bell's job title from Head of IT to Assistant Director

AYES: 6    NAYS: 0    PASSED

9.3 IT Coordinator Position, Approval

- To provide additional support to the Technology team, as Melanie Bell transitions out, the IT Coordinator position is being created

Resolved by Trustee Sexton, seconded by Trustee Morrison, to approve adding a Full Time Technology Coordinator position that would oversee the routine management of the library's technology needs and IT staffing schedules

AYES: 6 NAYS: 0 PASSED

9.4 Internship Program, Approval

- Since public services are available once more at the Library, Director Anderson feels it is time to reactivate the Library's internship program. To promote broader interest in a career as a librarian, it is being recommended that internships be offered to include college students

Resolved by Trustee Anderson, seconded by Trustee Morrison, to approve hiring one person for a 12 hour per week internship at the Plymouth District Library

AYES: 6 NAYS: 0 PASSED

9.5 Re-classification of Pages as Part-Time Employees, Approval

- Director Anderson would like to reclassify Pages from temporary to part-time to allow them the same basic rights that all other employees enjoy

