
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Mr. Neville Britto, called the Public Libraries of Saginaw Board Meeting to order on April 7, 2016, at 5:01 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Mr. Neville Britto, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, Mr. Ralph Martin and Ms. Carol Selby. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Neica Dey, and Ms. Patricia Speight. Mr. Scott Schropp and Mr. Wesley Schropp from Merrill Lynch were both present.

PRESENTATION OF AGENDA

The President asked all present to review the agenda. No corrections or additions were requested.

PUBLIC COMMENTS

Mr. Michael Noel mentioned that the public computers were showing a number of ads, and he felt that they may need to be updated. Mr. Britto said this will be brought to the director's attention.

APPROVAL OF MINUTES

The President entertained a motion to approve the minutes of the March 3, 2016 Library Board meeting as presented. Ms. Tina Gutierrez so moved, with a second by Ms. Ann Schneider Branch. There was no discussion. The motion was carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated March 21, 2016 covering checks numbered 75526-75620, written from March 3-15, 2016, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks lists dated March 21, 2016 as presented. Mr. Ralph Martin so moved, with a second by Ms. Pamela Clark. The motion was carried unanimously.

Consolidated Expense Report

Ms. Dey reviewed the PLOS expenditure report reflecting activity through February 2016. She noted that Line 534 Staff Training is up \$5,500 compared to last year, as the former director did not attend conferences last year. Line 537 shows savings as we purchased a movie license for 3 years instead of one. Overall expenditures are down \$128,000 compared to last year at this time. There were no questions. The Zauel report was reviewed. Ms. Dey stated that they have a tight but efficient budget. Expenditures are down \$37,000 compared to February 2015 due to clerical staff going from full to part time. There were no questions.

Revenue Report

Ms. Dey reviewed the PLOS Revenue report through the end of February 2016 pointing out that we should receive the county purchase in the next few weeks to balance the budget. Also mentioned was the receipt of the final payment from Saginaw Township and the first State Aid payment that was larger than anticipated. Overall revenues are up \$42,000 compared to last year. She then reviewed the Zauel Revenue report noting that they are up \$28,000 in revenues due to their contract contribution. There were no questions.

The President recommended that the monthly reports be received and filed.

COMMITTEE REPORTS

Finance Committee

Mr. Britto advised that the Finance Committee will be meeting April 13, at 8:00 a.m.

DIRECTOR'S REPORT

Ms. Butler spoke on behalf of Ms McCarville who was attending the PLA Conference in Denver. She advised that the Riverfront Commission is sponsoring an Art & About Exhibit featuring 20 statues around downtown Saginaw. A photograph of the statue that will be displayed at Hoyt was presented. The recently completed 2015 Annual Report was distributed to each Board member, and it will be posted on our website as well. Ms. Butler advised that the appointments of Board members Ms. Carol Selby and Ms. Ann Schneider Branch will expire June 30, 2016. Both have indicated their desire to remain on the board. Ms. Schneider Branch attended the recent School Board meeting where she was reappointed. The City has not advised of Ms. Selby's status. The Board's Finance Committee will meet with staff on Wednesday, April 13 at 8:00 a.m. to review the proposed 2016-2017 Budget. All Board members are welcome to attend. She also noted that the 2016-2017 Budget is expected to be presented at the May Board meeting. Prior to the meeting, as usual, we will hold a public budget hearing, so we will begin the May meeting at 4:45 instead of 5:00. Everyone was invited to attend the Saturday, April 16 author presentation at Hoyt Library. Reyna Grande, author of our One Book, One Community read, "The Distance Between Us" begins at 2:00 p.m. followed by a reception and book signing. Mr. Britto requested a report on the Denver trip from Ms. McCarville at the next meeting. He also mentioned that copies of the proposed budget be available for the public.

OLD BUSINESS

Board Retreat

The Board unanimously selected Saturday, September 24, 2016 as the date for the Board Retreat. A location and agenda need to be selected.

NEW BUSINESS

Friends of Michigan Libraries Trustee Meeting

Ms. Gutierrez mentioned that the Trustee Workshop is scheduled for April 15 at Hoyt Library. There is a cost of \$20.00 to attend and it will be beneficial to anyone who goes. Reservations will be taken until tomorrow.

Ms. Gutierrez asked if the library would have an entry in the Cinco de Mayo parade this year. It was unknown to all present.

The next Board meeting will be held May 5, 2016.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Ralph Martin, Secretary
