
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on May 4, 2017, at 5:00 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, and Mr. Ralph Martin. Mr. Bob Johnson was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight.

PRESENTATION OF AGENDA

The President asked all present to review the agenda. Ms. Tina Gutierrez requested an addition of "Committee Reports" and Ms. McCarville requested "LSTA Grant" under New Business.

APPROVAL OF MINUTES

The President asked all to review the minutes of the April 6, 2017 meeting.

The President entertained a motion to approve the minutes of the April 6, 2017 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated April 28, 2017 covering checks numbered 76739-76814, written from March 2-20, 2017, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated April 28, 2017 as presented. Ms. Tina Gutierrez so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the February 2017 expenditure report for PLOS. She pointed out that expenditures are where we expected them to be, with a few lines over budget, so there will be adjustments next month. She pointed out Line 433 Snow Removal is close to the budgeted amount, Line 200 Salaries is at 68.7% spent, and most lines that have reached 100% have been paid in full. There were no questions. She then reported on Zauel's expenses, noting that they are in good shape on all lines. They are working on getting caught up on book budget money,

but everything else is right on target. Ms. McCarville noted that budget adjustments will come in June. There were no questions.

Revenue Report

Ms. McCarville advised that revenues are where we expected them to be. On Line 140 Penal Fines, we are anticipating it will come in on time at the end of June, and if not there would be some allowance from the auditors on late payments. Ms. McCarville advised that Zauel revenues are in good shape, noting that the Zauel Friends contributed twice as much as budgeted. There were no questions.

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

PUBLIC COMMENTS

Former patron Caleb Taylor and his mother Rachel Taylor were present. Ms. Taylor explained that Caleb was kicked out of the library for being inappropriate and she did not feel that this was done correctly. She said that her son has disability issues and social problems and finds it hard to talk in front of a group. Caleb has been banned from all public libraries and she feels he has the right to use the library to help with education and check out books. He is now 18 years old. Ms. Clark advised that we provide services to residents to all community people and need to have a safe environment here, and staff have to feel safe here as well. She said we appreciate them coming in and advocating on behalf of Caleb. She will communicate with the library director and send written notification on their decision. If the decision is negative he will re-appeal the decision. He knows what he did and knows it was wrong. The Board takes this situation seriously and will look into this and give a fair answer.

Mr. Noel was present also. He mentioned that he would like to see the board spend time at the branches other than at board meetings to see how they deal with patrons less fortunate than them. He feels we need to be accepting of others with their differences. No real complaints.

COMMITTEE REPORTS

Ms. Gutierrez spoke on behalf of the Personnel committee and handed out revised self-evaluation forms. She asked for impressions, correction, additions and/or comments. There was some discussion on the scoring method chosen and the committee felt they covered all categories they felt were a goal. Let Pam Clark or Tina Gutierrez know if you have questions. The form will be sent out with the director's evaluation forms.

Ms. Carol Selby arrived at 5:28 p.m. and added that the committee tried to make the form as comprehensive as possible and streamline the document.

DIRECTOR'S REPORT

Ms. McCarville reported that the Michigan Legal Self-Help Center is busy and helps with divorce, bankruptcy, etc. giving a good foundation for when people go to see a lawyer. It will be featured May 18 during an Open House at Hoyt from 5:00-7:00 p.m. Representatives from the Self-Help group will be here. We will also show off Hoyt changes that have taken place in this building. We have had our first book discussion live on facebook, which is an opportunity to include those who could not be present on site. Ms. McCarville then reviewed several programs at our branches. She has also met with the Saginaw City schools superintendent last week, talking about how we can support schools and work together with them. Our Summer Reading Program starts June 12, "Build a Better World."

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. McCarville advised that we would like to apply for an LSTA (Library Service and Technology Act) Grant. It is a public library service grant program, an opportunity to apply for grants for literacy programs, children and teen programs and technology programs. She has encouraged each branch to apply for the \$2,000 grant. Hoyt will ask for an AWE computer which is a tablet with literacy games loaded on it. Zauel and Wickes would like chrome books for coding classes and can purchase five of them for \$2,000. B-F would like more Raspberry Pi. The grants require Ms. Clark's signature.

The President entertained a motion to support the grant application. Ms. Tina Gutierrez so moved with a second by Mr. Ralph Martin. The motion carried unanimously.

It was agreed that the Finance Committee will meet at Hoyt on May 12 at 8:00 a.m. to review the proposed budget.

It was suggested that the board meet at a branch one date in the fall.

The meeting adjourned at 5:54 p.m.

Respectfully submitted,

Ralph Martin, Secretary
