
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Vice President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on May 5, 2016, at 5:04 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. Neville Britto and Ms. Carol Selby were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Neica Dey, Ms. Maria McCarville and Ms. Patricia Speight.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Ms. Dey advised that she misspoke last month reviewing Zauel's revenues. Instead of revenues being up \$27,000, they are down that amount.

The Vice President entertained a motion to approve the minutes of the April 7, 2016 Library Board meeting with the above correction. Ms. Tina Gutierrez so moved, with a second by Mr. Ralph Martin. There was no discussion. The motion was carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated April 25, 2016 covering checks numbered 75621-75724, written from March 31-April 12, 2016, highlighting a number of items. There were no questions.

The Vice President entertained a motion to approve the checks list dated April 25, 2016 as presented. Mr. Ralph Martin so moved, with a second by Ms. Tina Gutierrez. The motion was carried unanimously.

Consolidated Expense Report

Ms. Dey reviewed the PLOS expenditure report reflecting quarterly activity through March 2016. She noted that Line 561 indicates a payment made to MMLC for half of the state aid that we receive twice a year. Zauel pays a portion and we do as well. Overall expenditures are down \$203,000 compared to March 2015 with most of this being personnel related. There were no questions. The Zauel report was reviewed. Ms. Dey noted that Line 561 reflects Zauel's portion of the state aid payment. We will get half back from the cooperative to use for operating expenses. Overall expenditures are down \$35,000 compared to 2015, and are personnel related. There were no questions.

Revenue Report

Ms. Dey stated that revenues are greater than expenses at \$13,500 at the end of March. Line 150 reflects the first state aid payment. Zauel received a portion based on population numbers of people served. As the city population declines and the township's increases, they get more funds. Overall revenues are up \$93,000, with the bulk in payment in lieu of taxes which was received after the books were closed last year. There were no questions. She then reviewed the Zauel Revenue report noting that Line 150 reflects their state aid payment. Overall revenues are down \$15,000 compared to March 2015. There were no questions.

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

COMMITTEE REPORTS

Finance Committee

Ms. Pamela Clark advised that the Finance Committee met with staff to review reductions and changes for the upcoming year, and new initiatives that are planned. Changes related to the children's area were well received. Ms. Clark noted that all questions that were asked were answered, and the Committee recommends that the 2016-2017 Budget be approved as presented.

The Vice President entertained a motion to approve the proposed 2016-2017 Budget as presented. Ms. Tina Gutierrez so moved. Ms. Melissa Garcia seconded the motion. The motion was carried unanimously.

DIRECTOR'S REPORT

Ms. McCarville noted the flyer in the packet for Spark Your Success! a new initiative at Butman-Fish from the teen services committee. This program helps with interview skills, appropriate attire, social media limitations, etc. The SVSU Writing Center will help with cover letters and resume writing. PLOS now offers two book discussion groups hoping to increase attendance. Postcards in the packet are promoting the Summer Reading Program that begins with online registration May 31. Ms. McCarville thanked the Board for being able to attend the PLA Conference in Denver last month. It was an excellent conference with lots of hands-on information. She then

mentioned the Makerspace Mondays at Butman-Fish, and tutors with the SVSU writing workshop volunteers. Rhonda Butler and children's staff attended a presentation on children of all different types of abilities. On May 10 the Friends will hold their annual meeting, and PLOS took second place in the Altrusa Spelling Bee. She stated that the Zauel preschool storytimes are a great success, and Wickes will hold an open house May 31-June 2. Ms. McCarville also advised that Local History and Genealogy continues to scan information for the public on ContentDM – an ongoing and continuous program. She then reviewed the dashboard statistics, noting that circulation is down a little, and at a meeting earlier today with both Midland and Bay County Libraries, they all see statistics dipping a little. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Budget Adjustment

Ms. Dey advised that the MPSERS UAAL payment was received, and it has to go back. We are asking Board approval to increase the revenue side to reflect the payment and increase the expenditure side to show this activity.

The Vice President entertained a motion to accept the MPSERS UAAL Rate Stabilization budget adjustment as presented. Ms. Tina Gutierrez so moved with a second by Ms. Melissa Garcia. The motion was carried unanimously.

Library email Addresses

Ms. Gutierrez and Ms. Selby attended the Friends of Michigan Libraries Trustee meeting, and there was discussion regarding trustees and board members having library email addresses. There was some discussion. Ms. McCarville advised that a library email address could be set up for any board member requesting one, just contact her if interested.

Ms. Gutierrez would like to have Ms. Selby in attendance at the next meeting and discuss further information they gleaned from the Trustee workshop. She then mentioned that next Thursday is the MMLC joint meeting between the Director's Advisory Committee and MMLC Board. It is a dinner meeting and reservations are needed by May 9. Ms. McCarville and Ms. Gutierrez both plan to attend.

Ms. McCarville explained that last Sunday 8 persons were going to Washington, D.C. for Library Legislative Day. Flights were canceled due to weather and there were no other flights to accommodate the group for this trip, so the trip had to be canceled. Costs were to be covered by MMLC, and air fare was reimbursed, so we will try again next year. Ms. McCarville said that she had a virtual legislative day from her office instead.

The next Board meeting will be held June 2, 2016.

The meeting was adjourned at 5:43 p.m.

Respectfully submitted,

Ralph Martin, Secretary
