
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on October 13, 2016, at 5:08 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Mr. Ralph Martin and Ms. Carol Selby. Ms. Melissa Garcia and Ms. Tina Gutierrez were 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. There were no additions or corrections requested.

PUBLIC COMMENTS

Mr. Michael Noel said he was happy the construction was completed and was pleased with the finished work. Mr. Nathan Balcirak, a resident of the Bancroft Building, currently employed with the Spicer Group introduced himself. He has been attending City Council meetings and would like to be more involved in public service.

APPROVAL OF MINUTES

The Library Board held their retreat on September 24, 2016. Board members Ms. Ann Schneider Branch, Ms. Carol Selby, Ms. Pamela Clark, Ms. Tina Gutierrez, Ms. Melissa Garcia and Mr. Ralph Martin were in attendance. This was a special meeting and was posted as open to the public. No public were present.

The President asked all to review the minutes of the September 1, 2016 meeting.

The President entertained a motion to approve the minutes of the September 1, 2016 Library Board meeting as presented. Mr. Ralph Martin so moved, with a second by Ms. Carol Selby. The motion was carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated September 30, 2016 covering checks numbered 76098-76257, written from August 17-September 29, 2016, highlighting a number of items. There was some discussion.

The President entertained a motion to approve the checks list dated September 30, 2016 as presented. Ms. Carol Selby so moved, with a second by Mr. Ralph Martin. The motion was carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the August 2016 PLOS report, stating that it is still early in the fiscal year. She reviewed line 274, Employee Assistance Program and explained what they provide. She noted that line is 75% spent. Line 342 Downloadable Materials is 59% spent, and we are looking at partnering with other libraries to drive the cost down. She noted that our insurances are paid for the year. Ms. Schneider Branch requested a comparison at least quarterly on current month costs vs. last year's cost. There will be a meeting with Yeo & Yeo October 24 to review the recent audit. There were no further questions. The Zael report was reviewed. Ms. McCarville advised that Line 247, Health Care Savings Plan is 100% spent as only 1 staff member participates. Line 501 Circulation Supplies is 56.6% spent. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS report reflecting activity through August 31, 2016. She noted that Line 130 Book Fines, Fees, Etc. is not bringing in as much as in the past, and noted the same with Line 190 Miscellaneous. There were no questions. She then reviewed the Zael Revenue Report stating that there is nothing remarkable to point out. There was discussion on DVD rental fees. Ms. McCarville explained that around Thanksgiving we will advertise that we will no longer charge for DVD rentals. There were no questions.

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

COMMITTEE REPORTS

No committees have met. The Board Self-Evaluation is something the Personnel Committee is tasked with updating.

DIRECTOR'S REPORT

Ms. McCarville thanked the Board for attending the recent City Council meeting to show support for the vacant library board member position. She noted that we are still working to control the humidity in the Genealogy Department. Ms. McCarville also advised that OCLC (Online Computer Library Center) we use for cataloging is a monopoly and the cost for their service is increasing exponentially. She is looking at working with Bay County, Midland and Lapeer libraries to get one group subscription for greater savings. All of the Board members were encouraged to attend the Hispanic Heritage program this Saturday at noon. The Vargas Bakery is the honoree for this year's celebration. Ms. McCarville also noted several library programs at the branches. Butman-Fish will hold their fall book sale November 1-5 with an excellent selection of books. Zael Library's sale netted over \$6,000 last week. Our circulation statistics at all 4 branches were down in August, and those numbers are concerning. There were no questions.

OLD BUSINESS

Meeting Dates

Ms. McCarville suggested we move the monthly Board meetings to the 3rd Thursday of the month so we could provide more current financials. There was some discussion. It was decided that the 3rd and 4th Thursdays will not work for those members present. This agenda item will be tabled until next month. All Board members are asked to bring their calendars to the next meeting.

NEW BUSINESS

Vote on Vice President

With the recent passing of Mr. Britto, it is necessary to fill the open Board position. The President, Ms. Pamela Clark has spoken with several Board members who have agreed to assume positions on the Board to complete the offices. Ms. Ann Schneider Branch, currently the Treasurer has agreed to become the Vice President, and Ms. Melissa Garcia has agreed to take the office of Treasurer.

Mr. Ralph Martin made a motion to accept Ms. Ann Schneider Branch as Vice President, and Ms. Melissa Garcia as the Treasurer. Ms. Carol Selby seconded the motion. The motion was carried unanimously.

14.01 Fixed Asset Inventory Procedure

Ms. McCarville advised that our auditors, Yeo & Yeo had suggested we update our policy. Ms. McCarville did so and Yeo & Yeo reviewed the update and were satisfied with the changes. The main change spelled out how to deal with physical inventory and proper disposal of inventory. There was some discussion on depreciation.

Ms. Pamela Clark moved to accept the proposed Fixed Asset Inventory Procedure as presented. Mr. Ralph Martin seconded the motion. The motion was carried unanimously.

Holiday Schedule

The 2016-2018 proposed Holiday Schedule was presented to the Board as directed by the by-laws.

Ms. Pamela Clark entertained a motion to approve the 2016-2018 Holiday Schedule as presented. Ms. Carol Selby so moved with a second by Mr. Ralph Martin. The motion was carried unanimously.

The next Board meeting will be held November 3, 2016.

Ms. McCarville advised that Yeo & Yeo will be here to review the recent audit at the November meeting, and Mr. Scott Schropp from Merrill Lynch will be here at the December meeting to discuss the investment policy. Ms. Clark requested a meeting with the Finance Committee after the audit and before the December meeting to review the proposed investment policy.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Ralph Martin, Secretary
