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# **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 September 1, 2016, at 5:10 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, and Ms. Carol Selby. Mr. Ralph Martin was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight.

## **PRESENTATION OF AGENDA**

The Vice President asked all present to review the agenda. Ms. McCarville asked that two items be added under New Business, Meeting Dates and Adding Additional Board Members to the FirstMerit Account. No further additions or corrections were requested.

## **PUBLIC COMMENTS**

No public was present.

## **APPROVAL OF MINUTES**

The Vice President asked all to review the minutes of the August 4, 2016 meeting.

The Vice President entertained a motion to approve the minutes of the August 4, 2016 Library Board meeting as presented. Ms. Ann Schneider Branch 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 August 22, 2016 covering checks numbered 76072-76137, written from August 4-17, 2016, highlighting a number of items. There was no discussion.

The Vice President entertained a motion to approve the checks list dated August 22, 2016 as presented. Ms. Tina Gutierrez so moved, with a second by Ms. Ann Schneider Branch. The motion was carried unanimously.

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## **Consolidated Expense Report**

Ms. McCarville reviewed the July 2016 PLOS report, stating that we are on target for salaries. She added that Worker's Comp. and Online Journal Databases have been paid for the whole year. There was nothing unusual to report. Ms. Schneider Branch asked if Line 470, Insurance needed a budget adjustment as it is over-budget. Ms. Speight advised that the bill was from Middle Cities and PLOS pays the invoice. The Hoyt Trust will also pay a portion of the cost and this overage will be remedied next month. There were no further questions. The Zauel report was reviewed. Ms. McCarville advised that Line 274, EAP and Line 280, Worker's Comp. were both paid for the year. Ms. McCarville explained the purpose of the Employee Assistance Program. There were no questions.

## **Revenue Report**

Ms. McCarville stated that the taxes are starting to come in and payments from the City and Kochville are right on track. She said we are at the same place on Line 110 as a year ago. She advised that Penal Fines funds came in yesterday. There were no questions. She then reviewed the Zauel Revenue Report stating that there has not been much activity yet, which is not unexpected this early in the year. There were no questions.

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

## **COMMITTEE REPORTS**

No committees have met.

## **DIRECTOR'S REPORT**

Ms. McCarville advised that she is waiting to get the contract for reorganization of this building, but work is expected to begin in November. She advised that Trane has automated temperature controls so they can be accessed remotely by computer. This will allow us to have better control of utilities, and is expected to increase our return on investment. She explained about the content and accessibility of Hoopla, which will be available on our website at the end of September. She then reviewed several branch programs. She noted that the statistics page shows PLOS website hits are increasing, although circulation is down, and this has been a trend with many libraries. She advised that the Summer Reading Program numbers are down from last year, and she noted that the software statistics have changed. The outreach numbers showed that many of the children have not finished the program, so we will be trying to find out why. Overall Ms. McCarville felt the Summer Reading Program was great. She reviewed the prizes that were awarded, indicating that although not every adult received a prize, overall feedback was positive. She will be meeting next Tuesday with the branch heads to talk about prizes for next year. There were no questions.

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## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Meeting Dates**

Ms. McCarville indicated that October 6 would be the next scheduled Board meeting, but asked if the Board would consider meeting on the 3<sup>rd</sup> Thursday of the month again so finances could be more relevant. Ms. Clark suggested we table the vote on changing the meeting dates until all Board members were present.

Ms. Carol Selby made a motion to move the October 2016 Library Board Meeting from the 6<sup>th</sup> to the 13<sup>th</sup>, at which time a vote could be taken on changing meeting dates in the future. Ms. Garcia seconded the motion. The motion was carried unanimously.

### **FirstMerit Bank Signatures**

Ms. McCarville advised that since the retirement of Ms. Dey, the auditors recommended an additional person is needed who could sign checks. Both Ms. Pamela Clark and Ms. Melissa Garcia agreed to be added to the signature card. Ms. McCarville will handle the paperwork with them.

The Board Retreat is scheduled for Saturday, September 24, 2016. Ms. McCarville requested board feedback. The location is the Ramada Inn on Davenport. She will send the agenda out with the starting time. She noted that Mr. Scott Schropp advised he cannot attend the meeting to discuss the Investment Policy for family reasons.

A copy of "History Magazine for Kids", from the Historical Society of Michigan with an article written by Rhonda Butler on Henry Marsh, was passed to the Board members.

There was discussion on getting a new Board member to replace Mr. Neville Britto, who passed away this month. The guidelines and by-laws will be forwarded to each Board member. Ms. McCarville requested that names of interested persons be forwarded to her.

The loss of Mr. Britto is deeply felt by staff and Board members. Many accolades were voiced about his quiet, gentle nature, and professionalism. He was "grace under fire", very respectful of differences of opinion, spoke eloquently on behalf of the library, and will be greatly missed by all.

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The next Board meeting will be held October 13, 2016.

The meeting was adjourned at 5:49 p.m.

Respectfully submitted,

Ralph Martin, Secretary

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