
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on August 3, 2017, at 5:00 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Tina Gutierrez, and Ms. Carol Selby. 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. Pamela Clark requested an addition of Personnel Committee under "Committee Reports."

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the June 1, 2017 meeting.

The President entertained a motion to approve the minutes of the June 1, 2017 Library Board meeting as presented. Ms. Tina Gutierrez so moved. Ms. Carol Selby seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated July 24, 2017 covering checks numbered 76903-77159, written from May 4-July 21, 2017, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated June 24, 2017 as presented. Ms. Ann Schneider Branch so moved, with a second by Ms. Carol Selby. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditure through the end of June for the full fiscal year. She reported that we have stayed within budget. Also mentioned were two budget lines that have a slight overage and there will be more adjustments as well in salaries, taxes, etc. There were no questions. She then reported on Zauel's expenses, noting that they are in good shape withal expenditures below the budgeted level. There were no questions.

Revenue Report

Ms. McCarville advised that we have received more in tax revenue than expected. Line 134 Collection Agency is down as we are not sending as many people to collection. We should receive a second State Aid payment in August. Mr. Ralph Martin arrived at 5:10 p.m. She also reported that Penal Fines are due as well. Ms. McCarville advised that Zauel's Friends donated twice the amount that was budgeted. They are still waiting on their share of Penal Fines and State Aid as well. There were no questions.

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

COMMITTEE REPORTS

Ms. Tina Gutierrez spoke on behalf of the Personnel committee regarding the Board Self-Evaluation. As there were no comments received on the draft copy provided to each Board member, it is considered in final form. A copy of the Board Self-Evaluation form and the Library Director's annual evaluation will be forwarded to all Board members.

Ms. Ann Schneider Branch spoke on behalf of the Building committee. They met last week with Rob McKay from the State Historic Preservation Office to do a site evaluation. Representatives from WTA Architects were here as well as Tom Trombley from the Castle Museum. In focusing on the sandstone and roof the good news is that in Mr. McKay's estimation the condition is not dire yet, but cosmetically a challenge. There are a few places where things need to be reinforced but for the most part it is not structurally compromising. The roof needs to be taken care of first and that is a priority. A few items including the chimney on the west side also needs to be a priority repair. When cost estimates are in place we can move forward with fundraising initiatives. Ms. McCarville hopes to have a roof estimate at the next meeting. It was mentioned that Mr. Trombley has a presentation on the history of the Hoyt building and can present it to the Board. There was discussion regarding making this an historic district single resource. Also discussed is a sprinkler system for the basement. Mr. Martin will provide names of companies that can install these systems. Ms. McCarville advised that the barrel roof over the 60's wing will be getting work done so more water will flow to the drains and not down on the ramp. She also noted that our facility manager position is vacant and we are looking to fill it part-time. She asked for suggestions from all present.

DIRECTOR'S REPORT

Ms. McCarville advised that the SEIU contract negotiations went well and an agreement has been reached. No raises were given, but a one year extension was agreed upon. She reviewed the details that included a Labor Management Committee, and two additional holidays (Saturday before Easter, and the Saturday before Memorial Day). Mr. Bob Johnson arrived at 5:39 p.m. Ms. McCarville explained that she recently attended the MLA conference in Chicago, that our logo will be updated and re-designed as well as the website. The annual audit is scheduled for the week of August 21. Ms. McCarville updated the situation with Caleb Taylor, a former patron who has been permanently banned from the libraries. A PPO has been obtained as suggested by the Police, and the problem has now been taken care of. Ms. McCarville then reviewed programs in the various branches and updated the Board on the recent LSTA grant purchases. Ms. McCarville advised that we have added a new category for wireless on our statistics page. Computer usage is going down in the library, but we are tracking wireless users now. The Third Annual Governor's Energy Excellence Award includes the Public Libraries of Saginaw as one of the "Best Projects – Public" and the ceremony for awards is October 19 in Detroit. We have been issued two tickets and Maria and Pam Clark will be attending.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Appoint New MMLC Board Member

Ms. McCarville read a letter from MMLC Director, Denise Hooks, thanking Ms. Tina Gutierrez for her efforts for the last six years as our liaison to the MMLC Board. Her term limit is now up and we are in need of someone to replace her on the Board. Ms. Pamela Clark and Mr. Bob Johnson both showed interest and will let Ms. McCarville know next week as to which one will replace Ms. Gutierrez.

A reminder was given that the next Board meeting will be held at our Wickes Branch.

The meeting adjourned at 6:07 p.m.

Respectfully submitted,

Ralph Martin, Secretary
