

---

# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on January 18, 2018, at 5:09 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez and Mr. Bob Johnson. Ms. Diane Kloc was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight. Mr. Shaun Moore and Mr. Ken LeMiesz from WTA Architects were in attendance. Ms. Kim White was also present.

## **PRESENTATION OF AGENDA**

The President asked all present to review the agenda. There were no additions or corrections requested.

## **PUBLIC COMMENTS**

There were no public present.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the December 21, 2017 meeting.

The President entertained a motion to approve the minutes of the December 21, 2017 Library Board meeting as presented. Ms. Tina Gutierrez so moved. Ms. Ann Schneider Branch seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. Speight presented the PLOS checks list dated January 12, 2018 covering checks numbered 77548-77663, written from December 1 – January 4, 2018, highlighting a number of items.

The President entertained a motion to approve the checks list dated January 12, 2018 as presented. Ms. Tina Gutierrez so moved, with a second by Ms. Melissa Garcia. The motion carried unanimously.

---

## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS expenditures through December 2017. She advised that everything is right on target. Line 723 OCLC Expenses are at 78% spent with only one payment remaining. Total expenditures are 50.4% half way through the year. There were no questions. Zauel's expenditures are also right on track. Line 342 Downloadable Materials were budgeted at \$23,000 and a large order is being placed now. There were no questions.

## **Revenue Report**

Ms. McCarville advised that Line 110 Current Local Taxes are 85.8% collected. She pointed out that Line 141 Fax Fees were budgeted at \$4,000 and we have received \$3,468.91, even though we cut the cost in half. There were no questions. Zauel's revenues were reviewed. Line 197 Contract Contribution is at 49.5% collected. Revenues at Zauel are as expected. There were no questions.

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

## **COMMITTEE REPORTS**

No committees have met.

## **DIRECTOR'S REPORT**

Ms. McCarville provided copies of the February newsletter for distribution to the public, a flyer for VITA information, and she pointed out the link on our website for more information on the Michigan Legal Self Help computer and printer on site. Mr. Martin arrived at 5:16 p.m. Ms. McCarville provided copies to the Board of the updated Michigan Trustee Manual. She suggested briefly reviewing one section each month. At the March meeting we will review Chapter 1, please read it and be ready to discuss it at the meeting. She then advised that the library has been named as a beneficiary in Patricia Rennert's will, with funds directed to children's books and related materials, computer software and equipment. Ms. McCarville added that the LED light project has wrapped up at Hoyt and mentioned the updated Obituary Index. She then reviewed various programs being held at the branches. A review of the statistics showed a 10.6% increase in programming. There were no questions.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Budget Adjustment**

Board approval was requested to move funds from Zauel's AV Adult Account to their Adult Book Account.

---

The President entertained a motion to approve the Zael Budget Adjustment as requested. Mr. Ralph Martin so moved with a second by Ms. Melissa Garcia. The motion carried unanimously.

## **SAVE AMERICA'S TREASURES GRANT**

Ms. McCarville advised that she has been working on this federal historic preservation grant, and if selected for this grant it requires matching funds in the amount of \$500,000. There was some discussion on which account the matching funds should be drawn from.

The President made a motion to approve pursuing the grant with knowledge that if we receive grant approval, we can decide whether to take funds from the Trust or the Foundation. Ms. Tina Gutierrez seconded the motion. The motion carried unanimously.

## **WTA ARCHITECTS – ROOF STUDY REPORT**

Mr. Ken LeMiesz from WTA Architects provided a Roof Conditions Assessment Study for Hoyt Public Library, along with a detailed power point and thorough discussion. He stated that the current slate roof is 128 years old, and slate typically has a 100 year life span. It is his recommendation that we remove the slate down to the roof deck and replace it with natural slate. He also recommended removing and replacing the copper ridge caps and panels around the tower, copper gutters and downspouts as well. He noted that additional funds may be required after the roof is removed and further damage is found. He stated that a mechanical study is currently being done and recommended McMillan Engineering to give an estimate on a sprinkler system in the basement. Replacement windows in the 60's wing would be a quick item to estimate. Estimates for the Original 1890 Building were \$843,993.00, the 1921 Addition were \$478,502.00, and the 1960 Addition were \$73,815.00. WTA's opinion of probable costs based on all improvements total \$1,745,388.00. A timeline for the roof, walls, everything would be 8-10 months and 3-4 months for documents. AKT Peerless came to do a study on organic material from the water damage. There may be area restrictions during construction, but would not mean a complete shut-down of library services.

## **Fundraising Committee**

Ms. Pamela Clark advised that the fundraising committee consists of Ms. Pamela Clark, Ms. Ann Schneider Branch and Ms. Maria McCarville, and will certainly need the support of all Board members and staff as the campaign continues. Ms. Clark stated that she feels this project is highly fundable and it would not be a good idea to use up all of our reserves. She detailed items that the Board needs to be aware of in order to give support to the fundraising effort, including meeting with key people that can help fund us. It was suggested that we host a Business After Hours at Hoyt, as well as offering tours of our facility to other

---

foundations, pointing out the wonderful features that we have here. Ms. Kim White added that we are in the process of using foundation funds to produce a 20 minute documentary about Hoyt Library which should be completed within the next month. She also stated that our webpage will be done by early March.

The President entertained a motion to adjourn the meeting. Ms. Tina Gutierrez so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Ralph Martin, Secretary

---