
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 5, 2017, at 5:03 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Melissa Garcia, Bob Johnson and Mr. Ralph Martin. Tina Gutierrez and Ms. Carol Selby were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville. Mr. Scott Schropp and Mr. Wesley Schropp both from Merrill Lynch were also present.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

Mr. Noel said that he hoped there would be no further cutting of staff, and he was hopeful that part-time staff would be able to return to full-time. Ms. Clark advised that it is not budget time yet, and she added that we have to stay within the tax base we are given.

APPROVAL OF MINUTES

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

The President entertained a motion to approve the minutes of the December 1, 2016 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Mr. Ralph Martin seconded the motion. The motion was carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the PLOS checks list dated December 23, 2016 covering checks numbered 76331-76411, written from November 3—November 15, 2016, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated December 23, 2016 as presented. Mr. Ralph Martin so moved, with a second by Ms. Melissa Garcia. The motion was carried unanimously.

Consolidated Expense Report

Ms. McCarville noted that Line 430 Building Maintenance & Repair is 51.7% spent and Line 431 Janitorial Services is 61.1% spent, and we are watching these lines closely. She advised that other lines seem to be in line with what is expected. Mr. Martin asked if there are any repairs expected. Ms. McCarville reported that the relocation of the children's department will be covered by dedicated funds. She also said Hoyt's flat roof is in need of replacement, and work can begin weather permitting. There were no other questions. She then reported on Zauel's expenses, noting that Line 509 is 44.9% spent which was for replacement computers. There were no questions.

Revenue Report

Ms. McCarville advised revenues seem to be on target, and that Line 110.0 Payment in Lieu of Taxes was higher than what was budgeted. She reported that Zauel's revenues are in good shape too. She pointed out Line 128.6 which reflects a \$10,000 donation from their Friends group. There were no questions.

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

COMMITTEE REPORTS

No Committees have met. Ms. Clark mentioned that as two members of the Personnel Committee are not present, the meeting will not take place.

DIRECTOR'S REPORT

Ms. McCarville thanked everyone who participated in the MLA Call to Action, noting that the bills passed. She also advised that ALA National Library Legislative Day is April 30-May 2 and MMLC has scholarships available to off-set some of the costs. If any Board members are interested in attending please contact Maria by January 13. Ms. McCarville noted the progress of the changes at Hoyt and reviewed several branch programs as well. Ms. McCarville advised that Ms. Harden is making changes to our PR system and will attend the next meeting. Mr. Johnson advised that Rhonda Butler had been nominated as one of the Saginawian's of the year. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Investment Policy

Mr. Scott Schropp provided portfolios with the Investment Policy Statement and reviewed the documents. After reviewing the policy and asking for questions, he advised that the policy will be reviewed annually with the Board and the Finance Committee will set up quarterly reviews. It is felt that this updated policy is more comprehensive than the previous policy. He noted that our job is oversight and theirs is investing. As our consultants, they are pleased with this investment policy.

The President entertained a motion to approve the Investment Policy as presented. Mr. Ralph Martin so moved and Ms. Melissa Garcia seconded the motion. The motion was carried unanimously.

There was some discussion on audits, investments and general money.

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

Ralph Martin, Secretary
