
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Vice President, Ms. Ann Schneider Branch, called the Public Libraries of Saginaw Board Meeting to order on March 2, 2017, at 5:02 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Melissa Garcia, Mr. Bob Johnson, Ms. Mr. Ralph Martin, and Ms. Carol Selby. Ms. Pamela Clark and Ms. Tina Gutierrez were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

Ms. Sharon Harrod asked that the library choose a month to be American Cultural History Month. She would like to have displays, a booklist highlighting American heroes, monuments and flags, and handmade cards for veterans and she would like to see all of them be listed on the events calendar.

Ms. Georgia Barkley from the Delta Sigma Theta Sorority voiced her concern over the new Meeting Room Policy that was 2 pages and has been recently revised to 4 pages. She added that some staff have been unprofessional, and other branches use a different process for the meeting rooms. Ms. Schneider Branch stated that the policy is system-wide and is designed for everyone to have the same opportunities. Ms. McCarville outlined the newly added points and the reason for the changes. Ms. McCarville apologized for any confusion and treatment and asked that Ms. Barkley speak with her personally when a concern arises.

APPROVAL OF MINUTES

The Vice President asked all to review the minutes of the February 2, 2017 meeting.

The Vice President entertained a motion to approve the minutes of the February 5, 2017 Library Board meeting as presented. Ms. Carol Selby so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the PLOS checks list dated February 20, 2017 covering checks numbered 76560-76654, written from January 10-27, 2017, highlighting a number of items. There were no questions.

The Vice President entertained a motion to approve the checks list dated February 20, 2017 as presented. Mr. Bob Johnson so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the expenditures through the end of January 2017. She noted that Line 236 Salaries-Janitorial shows 0% spent. She explained that we had budgeted to bring the two persons on staff and budgeted for their pay, however they have chosen to remain employed by an agency instead. Line 431 Janitorial Service is where their pay is expensed and she will be asking for Board approval to make a budget adjustment later in the meeting. Line 641 Boiler/HVAC is for a replacement boiler at Butman-Fish. A pre-bid meeting was held today and we will go forward with this project soon. There were no questions. She then reported on Zauel's expenses, noting that there have been nothing out of the ordinary here. There were no questions.

Revenue Report

Ms. McCarville advised that Line 110 Current Local Taxes is 86.4% collected, as expected. She mentioned that Penal Fines will not be received until late June. Other revenues are where we expected them to be. There were no questions. She reported that Zauel's revenues are in good shape too. There were no questions.

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

COMMITTEE REPORTS

Ms. Carol Selby advised that the Personnel committee met last month and continues to work on updating the Board's Self Evaluation.

Ms. McCarville passed on a request from Ms. Pamela Clark to invite Mr. Bob Johnson to be part of the Building committee. Mr. Johnson agreed to the request.

DIRECTOR'S REPORT

Ms. McCarville stated that VITA began in February at both Hoyt and Butman-Fish. We have received positive feedback from the public and she hopes that next year enough volunteers can be available to do taxes at Hoyt on Saturdays. She discussed record retention issues brought up

by a webinar she viewed. We will be updating our records accordingly. Ms. McCarville added that after the tax season is over we will expand our involvement in the Score mentoring project. She then reviewed programs going on in all of the branches, and voiced her appreciation for the recent African-American musical program at Hoyt for which we received great coverage by TV5. She also discussed the soft launch for the Michigan Self Help Center. She also reviewed the statistics and dashboard included in the Board packets.

There was discussion on the recent Read-In Chain which was a big success and the YWCA award that will be presented to Rhonda Butler.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Budget Adjustments

Ms. McCarville advised that an error in the technical services budget has been brought to her attention and it is necessary to move funds from the branches book budgets to the technical services line. Another adjustment is moving funds from the Janitorial Salary line to Salaries-Janitorial that was previously stated.

The Vice President entertained a motion to approve the Budget Adjustments as presented. Ms. Carol Selby so moved with a second by Ms. Melissa Garcia. The motion carried unanimously.

Disclosure of Interest Forms

Ms. Schneider Branch asked that each Board member complete the forms and forward them to the business office.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Ralph Martin, Secretary
