



# **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 April 18, 2019, at 5:30 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Diane Kloc, Mr. Bob Johnson and Mr. Ralph Martin. Ms. Pamela Clark and Ms. Melissa Garcia were 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. No additions or corrections were requested.

## **PUBLIC COMMENTS**

Mr. Noel suggested that VITA sessions at Hoyt be walk-in, not by appointment. Ms. McCarville answered that the attendance was so high that it was necessary to go by appointment only through the United Way.

## **APPROVAL OF MINUTES**

The Vice President asked all to review the minutes of the March 21, 2019 meeting.

The Vice President entertained a motion to approve the minutes of the March 21, 2019 Library Board meeting as presented. Mr. Ralph Martin so moved. Mr. Bob Johnson seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. Speight presented the PLOS checks list dated April 1, 2019 covering checks numbered 78895-78962, written from March 13-21, 2019, highlighting a number of items. There were no questions.

The Vice President entertained a motion to approve the checks list dated April 1, 2019 as presented. Mr. Ralph Martin so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS expenditures through the end of March 2019. She advised that Line 400 Heat & Utilities is 57.4% spent and we are seeing efficiencies with the new boiler paying off. Line 433 Snow Removal will need a budget adjustment next month. Line 534 Staff Training is budgeted at \$16,000, and she pointed out that this ties into Chapter 12 in the Trustee Manual. She stated that it is important to keep staff up-to-date on training. There were no questions. She then reviewed the Zael Expenditure Report noting that they are right on track. Line 235 Salaries for substitutes is 45.7% spent, and she noted that Zael does a good job of using staff instead of calling for additional help. Everything else is as anticipated. Ms. McCarville noted that Line 341 Audio-Visual Juvenile will need a budget adjustment next month. There were no questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS revenue report. She pointed out that Line 110 Current Local Taxes shows 100.4% received, and other revenues are right on target. Ms. Kloc asked about Line 124 at 221%. Ms. McCarville explained that donation lines are hard to predict. There was discussion about when Penal Fines would come in. Ms. McCarville advised that legally they are supposed to be here prior to year end. Ms. McCarville then reviewed the Zael Revenue report stating that they are right where we anticipated them to be. Line 197 Contract Contribution reflects the final payment of \$353,500, at 100% received. Everything else is right on track. There were no questions.

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

## **COMMITTEE REPORTS**

No committees have met this month.

## **DIRECTOR'S REPORT**

Ms. McCarville advised that Red Cross CPR/AED and First Aid Training was provided to 7 staff members who are now certified. She then spoke about reciprocal borrowing. Within the next 6 months both Midland and Bridgeport will be leaving the VLC and she would like the Board to look at the agreements in the next few months to see if we need to make changes. She said in March a life-size Candyland Game was presented at Hoyt, the Jazz on Jefferson event is June 5<sup>th</sup> and the Zael book sale is May 15<sup>th</sup>. Ms. McCarville reviewed the statistics, noting the overall increase in programming attendance, and is hopeful this trend will continue. There were no questions.

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## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Nominations for Vacant Board Position**

Ms. McCarville asked for any nominations. She will contact the City to fill Ms. Lesinski's vacant position. She asked all Board members for suggestions, and reminded everyone that all applications will go through the City. She also stated that Ms. Pamela Clark could not be at tonight's meeting, but plans to continue for another term.

### **Line of Credit Promissory Note**

Ms. McCarville advised that at the February 21, 2019 Hoyt Trust meeting the Board voted to authorize the director to enter into agreement with Huntington Bank at a fixed rate option for a \$3M revolving line of credit for 36 months. Our auditor recommended we work with an attorney to draw up the Line of Credit Promissory Note, and Mike Kitson of Braun Kendrick has drafted the documents to keep transparent what we are doing with the funds. She stated that PLOS has \$3M with Merrill Lynch in reserve which is needed for collateral for the line of credit. Yeo & Yeo recommended we set up a legal agreement that Hoyt will pay back PLOS. Ms. McCarville stated that the funds will be used for collateral only and will not be touched. Hoyt Trust will pay back PLOS interest on the money. All documents were reviewed and approved by Dave Youngstrom from Yeo & Yeo. Ms. McCarville said a Board resolution is necessary for this transaction.

The Vice President recommended a resolution to approve taking \$3M of PLOS funds from Merrill Lynch and investing those funds in a money market fund at Huntington Bank to be held as collateral for the Line of Credit for the Hoyt Trust. There was some discussion. Mr. Ralph Martin moved to approve the resolution as proposed, and Mr. Bob Johnson seconded the motion. The motion carried unanimously.

### **May 9, 2019 – Tentative Date for Budget Review by Finance Committee**

Ms. McCarville suggested May 9 to meet with the Finance Committee to review the proposed 2019-2020 Budget. As two members of the committee were not present, she will contact all by email to confirm the date. All Board members are welcome to attend this meeting.

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## **Trustee Manual Chapter 12**

Ms. McCarville advised that we budget \$16,000 per year for continuing education for staff members. Workshops for librarians, Red Cross training, etc. is included in this budget item. There were no questions.

The Vice President entertained a motion to adjourn the meeting. Ms. Diane Kloc so moved with a second by Mr. Ralph Martin. The motion carried unanimously.

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

Ralph Martin, Secretary

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