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# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board Vice President, Mr. Ralph Martin, called the Public Libraries of Saginaw Board Meeting to order on April 18, 2024, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pamela Clark, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc, and Mr. Ralph Martin. Ms. Ann Schneider Branch was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville. Mr. Matthew Turner, SVSU Social Worker was also in attendance.

## **PRESENTATION OF AGENDA**

The Vice President asked all attendees to review the agenda.

Ms. Pamela Clark moved to approve the agenda as presented. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously

## **PUBLIC COMMENTS**

No public were present.

## **APPROVAL OF MINUTES**

The Vice President asked all to review the minutes of the February 15, 2024 meeting.

The Vice President entertained a motion to approve the minutes of the February 15, 2024 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. McCarville reviewed the February-March 2024 PLOS checks list, covering checks numbered 82945-83036. She highlighted check #82981 to MWN Investigations and Security, \$4,180.00 for guards at Butman-Fish and Hoyt. She noted that the library monitor at Butman-Fish has resigned. Check #83021 to Foster, Swift, Collins & Smith, for \$588.00 paid the attorney to draft the ballot language. Total amount of checks was \$286,742.65. There were no questions.

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Ms. McCarville then reviewed the Online Payment Register for February-March 2024, covering checks numbered 2094-2111. She highlighted check #2096 to Blue Care Network in the amount of \$4,142.68. She mentioned that the price increases less than 1% for the next year which is good news. There were no questions.

The Vice President entertained a motion to approve the PLOS February-March 2024 checks and February-March 2024 online payments as presented. Ms. Diane Kloc so moved and Ms. Pamela Clark seconded the motion. The motion carried unanimously.

## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS expenditures through the end of March 2024. Current month expenditures were \$357,019.77, with 59.7% of the budgeted amount being spent. Ms. McCarville noted that Line 342 Downloadables is overspent, and will require a budget adjustment due to high demand. Line 510 Printing is at 55%, and we will be printing a new brochure for patrons explaining our policies. She further explained that some lines showing 90% spent are paid in full and others may be close. Adjustments will be presented at the June meeting. There were no questions.

Ms. McCarville reviewed the March 2024 Zauel expenditures. Line 321 Juvenile Books is 83.7% spent with orders still coming in. Line 532 Summer Reading Program is 29.1% spent and we have received many additional orders for books for prizes to be given out at the beginning and ending of the program. Line 342 Downloadable materials are not over budget here. The formula used to split this will need to be corrected due to statistics showing heavy usage by Zauel patrons. Actual usage will be 50/50 to reflect proper usage statistics. There were no questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS March 2024 report. Line 110 Current Local Taxes received \$28,060.30 in March and is at 114% received. Everything else is where we expected them to be. Overall, at 102.9% we are close to budget. There were no questions.

The Zauel revenue report for March 2024 was reviewed. Total revenues for March were \$1,460.14. Line 128.6 Friends Donations was budgeted at \$10,000 and we still may see these funds. Line 130 Book Fines, Fees, Etc. took in \$270.94 even though we do not charge for late fees, only for damage or lost items. There were no questions.

## **COMMITTEE REPORTS**

Ms. Keenan-Lechel advised that the Millage Committee has drafted a fundraising letter, and asked if all members of the Board would like to sign it. These are letters to businesses requesting additional funds to support the millage campaign. Any excess funds could go to the Friends. After discussion, it was decided to list their names with no signatures. Ms. Keenan-Lechel is working on opening a PALS bank account, and is looking for quotes for bookmarks and signage. She has a list of dates for making

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presentations to the City Council, School Board, and Chamber and asked each board member to pick one to share the services the library provides, campaign materials, etc. Ms. Diane Kloc shared the presentation she drafted and presented to civic groups on behalf of the library. Presentations will be done in June. There is a google form for people who agree to display a sign in their yard in Zilwaukee, Kochville and City of Saginaw. Ms. Keenan-Lechel will send links for the permission slips.

## **Director's Report**

Ms. McCarville advised that the Post Pandemic Library Cohort provided a survey and wants feedback. Each Board member was provided with a number of flyers to post so everyone/anyone can take the survey from the QR Code or website. A paper ballot is also available. Results will be available to use for the millage. Bibliobuzz offers a new podcast every other week from a studio at Wickes. Two episodes are available now and contain book reviews, library information, events, interviews, etc. The Butman-Fish book sale is now in progress. Beyer roofing replaced a few slate tiles at Hoyt, most of which were covered by warranty. We will continue visually inspecting the roof to keep up with this. Programs at the various branches were reviewed. Ms. McCarville spoke about the statistics, comparing 2023 to 2024. She pointed out that circulation is down slightly which is physical books and materials. Overdrive circulation is up 10%, Hoopla is up 37% and Kanopy, which is movies is up 36%. There were no questions.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Finance Committee**

Ms. McCarville suggested a date for the Finance Committee to meet to review the 2024-2025 Budget. There were conflicts with the proposed date, so a poll will be sent out for a better date. All Board members are welcome to attend.

### **Matthew Turner, SVSU Social Worker Intern Wrap-Up**

Mr. Turner began his internship at the library last August and next week is his final week here as he will moving on to do clinical work at SVSU next. He thanked Hoyt staff and Ms. McCarville for her support. This has been a great learning experience for him. The community has been very welcoming to him here. He is appreciative of this opportunity.

### **Board Member Term Renewals**

The term of office for board members Ms. Ann Schneider Branch and Ms. Diane Kloc will expire June 30, 2024. Ms. Kloc plans to renew her term with the City.

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## **Disclosure of Interest Forms**

The annual Disclosure of Interest Forms were provided for all members to complete and return.

Ms. Keenan-Lechel advised that the millage committee meeting information will be forwarded to all board members for handouts and presentation date commitments. Everyone is invited. The meeting will be held in the Hoyt Mezzanine next Thursday.

The Vice President motioned to adjourn the meeting. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

The meeting adjourned at 5:58 p.m.

The next meeting will be held June 20, 2024.

Respectfully submitted,

Trisha Baker  
Secretary

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