
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on April 19, 2018, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, Ms. Diane Kloc, Mr. Bob Johnson and Mr. Ralph Martin. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Jennifer Harden, Ms. Maria McCarville and Ms. Patricia Speight.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the March 15, 2018 meeting.

The President entertained a motion to approve the minutes of the March 15, 2018 Library Board meeting as presented. Ms. Ann Schneider Branch 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 10, 2018 covering checks numbered 77845-77916, written from March 15-27, 2018, highlighting a number of items. There was no discussion.

The President entertained a motion to approve the checks list dated April 10, 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 the end of March 2018. She advised that Line 260 Health Insurance is 82.1% spent, right where it should be. Line 433 Snow Removal is overspent. There will be several budget adjustments at the May Board meeting. There was some

discussion about Line 420 Furniture and Equipment Repairs. There were no other questions. Zauel's expenditures are right where we needed to see them. There was discussion about Line 401 being over budget. It was explained that Zauel is now being charged a portion of the internet service costs, which had not been budgeted for. A budget adjustment will be done next month. There were no questions.

Revenue Report

Ms. McCarville reported that Line 110 Current Local Taxes are at 88.4% collected and funds are still coming in. She reported that Saginaw Township's contract is 100% paid. There was a question regarding the negative amount shown in Line 150 State Aid. Ms. McCarville will look into this and report back. There were no other questions. Zauel's revenues were also reviewed. Ms. McCarville reported that Line 141 Fax Fees are at 90.5% received. She pointed out that we reduced the cost for faxing and are making more money than expected. There were no questions.

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

COMMITTEE REPORTS

Ms. Clark stated that the Personnel Committee will meet following the Board meetings today to review the Director's contract and the survey as well.

DIRECTOR'S REPORT

Ms. McCarville said that the library will be honored by the United Way May 1 at the Horizon's Conference Center. She has contacted Terri O'Brien from Delta College to do a strategic plan. She estimates this will begin in August and go through November and requested Board involvement in this plan. Also discussed was the Painted Piano Project, part of the Art and About event, and a reminder about the Yeo & Yeo class on Board training May 1 in Saginaw from 3:00-6:00 p.m. She reviewed programs at the branches, including the braille enhanced story walk to be held at Butman-Fish Library, and noted that the VITA program at Hoyt and Butman-Fish has ended. Ms. McCarville pointed out the increase in programming over March of 2017. Ms. Clark requested a 12 month statistical report on the dashboard statistics to have on hand when approaching organizations for fundraising. There was also a request for numbers of homeless that use the library, which could be useful showing societal importance of the library as well as various organizations the library partners with. Ms. McCarville will provide information on these requests.

OLD BUSINESS

There was no old business.

NEW BUSINESS

New Logo, Website & SRP Review

Ms. Harden showed the new website, accessing various features, and explained the process of the logo design. She advised that Library Market designed and hosts the website and were chosen as they only work for libraries. It was noted that Samsa still hosts the intranet, obituary database, SRP database, and the Jefferson Avenue Walking Tour. She mentioned that although tweaks are still being made to the site, many features have been added to make the site more user friendly, and it is mobile friendly as well. Summer Reading Program brochures were distributed and Ms. Harden explained that this year we plan do some television and radio ads as well as an email blast.

Strategic Plan

This was previously discussed under Director's Report.

Trustee Manual – Chapter 4 Review

Ms. McCarville advised that this chapter covers strategic planning. The plan is to determine where we are now, where do we want to be, and how do we get there. The plan is to reach out to everybody. The plan should encompass the mission statement, goals, objectives and evaluations.

Board Member Terms of Service

Terms of service for Melissa Garcia (Saginaw School Board) and Tina Gutierrez (City of Saginaw) will expire June 30, 2018. Ms. Garcia has agreed to remain on the Board for another term. Ms. Gutierrez explained that she has received forms for renewal from the City, but she has been on the Board for 23 years, and has not decided if she wants to continue as a Board member. She will make a decision and advise.

Ms. McCarville would like to bring the 2018-2019 Budget to the May Board meeting for approval. She has requested the Finance Committee meet prior to May 17th to review the proposed budget. Ms. McCarville will send an email poll to the committee with possible dates and times. Ms. McCarville mentioned that Union negotiations are scheduled for May 11.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Ralph Martin, Secretary
