



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on August 15, 2019, at 5:01 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, Mr. Bob Johnson, Mr. Nicholas Kyriakopoulos, and Mr. Ralph Martin. Ms. Melissa Garcia was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, 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 was no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the June 20, 2019 meeting.

The President entertained a motion to approve the minutes of the June 20, 2019 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Ann Schneider Branch seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the June PLOS checks list dated August 6, 2019 covering checks numbered 79129-79207, written from June 5-20, 2019, highlighting a number of items. There were no questions.

The President entertained a motion to approve the June checks list dated August 6, 2019 as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. The motion carried unanimously.

Ms. Speight then presented the July PLOS checks list dated August 6, 2019 covering checks numbered 79208-79327, written from July 9-26, 2019, highlighting a number of items. There were no questions.

The President entertained a motion to approve the July checks list dated August 6, 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 June 2019, the end of the fiscal year. She noted a few adjustments that she made to balance under budget. Line 323 Reference Books and Line 563 Delivery Service. There were no questions. Ms. McCarville then reviewed the PLOS expenditures for the Month of July 2019, the first month in the fiscal year. She noted Line 235 Salaries Substitutes is 25.7% spent and adjustments will be needed here. She explained that with the additional hours, more help was necessary. We had 2 retirements also which necessitated substitutes to fill the vacancies. Line 274 Employee Assistance Program is over budget and will need an adjustment as their fees have increased. All other items are where we expected them to be. There were questions regarding the Workers' Compensation which is paid for the year and Online Journal Databases where we expect only smaller invoices to come. There were no other questions.

Ms. McCarville then reviewed the Zael expenditures thru June 2019. She explained that at the end of the year they came in under budget with 86.7% spent. All of their lines are on target with what was expected. There were no questions. She then reviewed the Zael July report noting that Line 532 Summer Reading Club is 20.6% spent due to the purchase of additional books that were prizes for the kids. There were no questions.

Revenue Report

Ms. McCarville reviewed the June PLOS revenue report. She reported that Line 110 Current Local Taxes is at 110.8% received, more than was budgeted, as well as Line 111 Delinquent Taxes. She explained that Line 133 Universal Service Fund saw additional revenues received. Year end revenues are at 96.5% of what was budgeted. There was discussion regarding the Universal Service Funds, what it covers, where funding comes from and what other organizations are qualified to apply for the funds. She then reviewed the June Zael revenue report, stating they received \$1,325 more in donations than was expected. It was noted that Line 134 Collection Agency revenues are down. Ms. McCarville advised that she changed the threshold on collection agency limits up to \$100. Everything else is on target. There were no questions.

Ms. McCarville then reviewed the July PLOS revenues noting that Line 120 Income From Grants has increased \$1,000 more than was expected. All other revenues are where we expected them to be. There were no questions. After reviewing the July

Zauel revenues she pointed out that the Zauel Friends donated \$10,000. All other lines are where they are expected to be. There were no questions.

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

COMMITTEE REPORTS

Ms. Pamela Clark reported that the Personnel Committee had received only 2 of the 6 evaluation forms sent out in June. Copies of both the board self-evaluation and director's evaluation forms were given out again at the meeting with a request they be completed and returned to Ms. Diane Kloc no later than August 30.

DIRECTOR'S REPORT

Ms. McCarville reported that 2 long-time staff members have retired with a combined total of 80 years of service. She stated that Banned Books Week is in September and celebrates the freedom to read. A list of banned books was provided to the board with her challenge to pick at least one and read it. She noted that at PLOS we have a balanced collection. Ms. McCarville then reviewed various programs at the branches, and mentioned that patrons are happy with our new extended hours of service. The statistics page was reviewed. RBDigital is now only for magazines, and Hoopla usage is skyrocketing. Mr. Martin asked if program attendance included SRP programs, and Ms. McCarville said yes. Mr. Kyriakopoulos asked about the low circulation at Wickes Branch. Ms. McCarville explained that it is only a part-time branch and we are optimistic that with an additional full day Saturday that has been added, we will see improved circulation.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. Pamela Clark advised that MMLC now has a new director, Eric Palmer.

Ms. Ann Schneider Branch asked about a retreat. Ms. McCarville explained that we are making good progress with the strategic plan and she is working on updating the policies to bring back to the Board for approval. She would like to hold the retreat after the policies are updated and the strategic plan is drafted, hopefully by the end of this year. Ms. Pamela Clark suggested the retreat be held before the budgeting process begins, in February or March. After much discussion, it was decided to table selecting a date until the January meeting. It was suggested to hold the Board retreat

at the SVRC Marketplace on a Saturday in March from approximately 9-1. Ms. McCarville asked the Board to suggest items for the agenda and/or a speaker.

Trustee Manual Chapter 13

Ms. McCarville explained that there are several types of libraries; city, county, village, township, district, school, etc. The Public Libraries of Saginaw is a district library since it separated from the school district in the 1990s. Voters approve the millage and it comes directly to the library. The difference between types of libraries is mostly financial. There was discussion on city and school board involvement.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Ralph Martin, Secretary
