



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 August 15, 2024, at 5:06 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc, and Mr. Ralph Martin. Mr. Michael Foust was also present. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

ANNUAL ELECTION OF OFFICERS

Vice President Ralph Martin explained that all offices were open, and the current board members had agreed to seek office if nominated. Nominations were: President – Ms. Diane Kloc, Vice President – Ms. Trisha Baker, Secretary – Ms. Sarah Keenan-Lechel, and Treasurer – Ms. Cecelia Hopkins. There were no nominations from the floor.

The Vice President moved to accept the slate of officers as proposed. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

PRESENTATION OF AGENDA

President Ms. Diane Kloc asked all attendees to review the agenda.

There were no additions or corrections to the agenda.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the June 20, 2024 meeting.

The President entertained a motion to approve the minutes of the June 20, 2024 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the June-July 2024 PLOS checks list, covering checks numbered 83131-83223. She highlighted check #83188 to Basic Benefits for \$358.03, a quarterly charge for COBRA and FMLA administration. There were no questions.

Ms. McCarville then reviewed the Online Payment Register for July 2024, covering checks numbered #2138-2144. She highlighted check #2144 to Waste Management for \$556.48 for trash removal at all 3 branches. There were no questions.

The President entertained a motion to approve the PLOS June-July 2024 checklist and the July 2024 online payments as presented. Mr. Ralph Martin so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures for July 2024, the first month of the fiscal year. A total of \$216,070.32 was spent. Line 235 Salaries – Substitute spent 3,244.16, 12.5% of the budgeted amount. The rest of the expenditures are all in line with what was expected. Overall 7.1% of the budget has been spent. Ms. Kloc questioned Line 430 Building Maintenance & Repair for \$5,328.23. Ms. McCarville said it was payment to John E. Green for HVAC maintenance. There were no further questions.

Ms. McCarville reviewed the July 2024 Zael expenditures. Line 235 Salaries – Substitute were \$1,524.11 for 10.2% of their budget to cover for vacations. Ms. Baker questioned Line 470 Insurance for \$1,000. Ms. McCarville explained it was an annual payment. Line 715 Data Processing Circulation is 61.6% spent. Ms. McCarville stated it was the purchase of new library cards which are ordered once every 2-3 years. There were no further questions.

Revenue Report

Ms. McCarville reviewed the PLOS July 2024 report. Line 110 Current Local Taxes shows \$323,926.50 (13% of budget) was received. Additional funds will come in August. Other revenues are where we expect them to be thru the end of July. There were no questions.

The Zael revenue report for July 2024 was reviewed. Ms. McCarville advised that Zael is in good shape. Line 131 Copy Machines received \$85.35. Payment for Line 140 Penal Fines was received. State Aid is paid twice a year. There were no questions.

COMMITTEE REPORTS

Ms. Keenan-Lechel gave an update on the recent millage campaign, saying that it was a group effort for sure with signs and donations. She will prepare a final report for the next meeting. A total of 160 signs have been returned so far. The library's vote was the best in the Saginaw area. Ms. Keenan-Lechel asked for the number and type of committees that are active and what they are. Ms. McCarville explained that most are ad hoc except the finance committee. Ms. Baker said the lowest rates for votes were Zilwaukee and Kochville, and perhaps we can include them more in library functions, and the bookmobile can do extra stops there. The vote passed in every precinct in the City. There was some discussion. Ms. Hopkins asked if Freeland is part of our service area. Ms. McCarville explained that the northern part is serviced because we receive penal fines and state aid. The southern part is not in our area.

Director's Report

Ms. McCarville reviewed the millage statistics, Yes 5,056, No 1,417 a total of 6,473 total voters! She thanked Ms. Keenan-Lechel, board members, and PALS committee and said we are in real good shape for the next 10 years. The returned signs will be stored in the bomb shelter. She reported that next week is audit week Monday-Friday here in the building. She will soon start updating library policies. We were notified that our SEIU (union) contract was ratified after sending out the board agenda although we have not received the signed document yet. The contract added 2 holidays (Saturday before Labor Day and Juneteenth) and a 3% raise for the whole staff. She revised their handbook, the 40 page document is down to 20 pages. We will have it emailed or at the October board meeting. She will work with the administrative team to review the employee handbook and the board will determine and approve policies. She also plans to review circulation policies. The last time it was reviewed, we eliminated fines. This will be a year-long process and after completion she will review it with the board.

Ms. McCarville advised that Butman-Fish is getting new carpet. The building will be closed to the public for 2 weeks. Staff will be able to work during that time, but no public will be allowed to enter the building. She stated that the alarm systems for fire/smoke are very old and we are working with Audio Central to replace them. We are getting bids on panels and labor. There have been many upgrades since the systems we have and we want to be proactive that all 3 buildings are in good shape. There are 66 smoke detectors, and the upgrade will include wifi connectivity. She then said the electrician is still working on outdoor lighting so the building is lit up at night. The Narcan machine was vandalized, and the glass has now been replaced. She verified that the supplies do get used. Narcan supplies are also available in our public restrooms. Ms. Keenan-Lechel asked why our annual reports on the website are not current, and would like to see financial statements posted there as well. There was some discussion on the marketing/PALS separation of duties and she suggested SVSU students could assist when needed. Ms. McCarville said this would only help if there was a specific duty, not for general work.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Revised Holiday Schedule

Ms. McCarville explained that due to recent union negotiations, two holidays have been added to the Holiday Schedule. The Saturday before Labor Day and Juneteenth.

The President entertained a motion to approve the revised Holiday Schedule as presented. Mr. Ralph Martin so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

Appointment of MMLC Board Representative

Ms. McCarville stated that the previously appointed representative was not comfortable being on that board. Ms. Corinna Campbell has mentioned that she was interested in this appointment and was on the PALS committee. Ms. McCarville will ask her if she is still interested to serve.

The President entertained a motion to approve Corinna Campbell as the MMLC Board Representative. Mr. Ralph Martin so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

Mr. Martin introduced Mike Foust as a potential board member, whose appointment is on the consent agenda at the Saginaw School Board for next week. Mr. Foust thanked the three board members who selected him, and said he will do his best as a trustee.

The meeting adjourned at 5:44 p.m.

The next meeting will be held October 17, 2024.

Respectfully submitted,

Sarah Keenan-Lechel
Secretary
