



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 20, 2020, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Mr. Bob Johnson was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight. Ms. Trisha Baker was a guest.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda. There were no corrections or additions requested.

PUBLIC COMMENTS

There were no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the June 18, 2020 meeting.

The President entertained a motion to approve the minutes of the June 18, 2020 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the June PLOS checks list dated June 30, 2020 covering checks numbered 80079-80119, written June 18, 2020, highlighting two items. There were no questions. Ms. Speight then presented the July PLOS checks list dated July 31, 2020 covering checks numbered 80120-80213, written from July 10-28, 2020, highlighting a number of items. The Hoopla and Bibliolab payments were questioned, and Ms. Speight noted that both were annual payments.

The President entertained a motion to approve the June and July checks lists as presented. Ms. Ann Schneider Branch so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS June 2020 expenditures, noting that it was the last month of the fiscal year and not much money was spent. Total expenditures came in under budget at 87%. There were no questions. She then reviewed the Zael June Expenditure report. Ms. McCarville advised that there had been no staff on site for 10 weeks. Their material lines came under budget, with 88.9% spent. There were no questions.

The July PLOS report was reviewed. Line 274, EAP is overspent, as the annual payment cost has increased. Ms. McCarville explained that Line 280 Worker's Compensation is billed once a year and the cost went down from last year. We are fortunate not to have made many claims. She noted that many accounts show zero funds spent. There was a question regarding spending on Line 505, Computer Supplies. Ms. McCarville explained that some supplies were purchased in bulk to get a lower price. Overall 6.4% of the budget has been spent. Ms. Schneider Branch asked if there would be a budget adjustment by December. Ms. McCarville said budget adjustments will be done in January and May. The Zael July report was reviewed. Ms. McCarville noted that the EAP line is over here as well. Line 200 Salaries is at 7.6% spent as expected. Ms. Schneider Branch asked about Line 509, why \$20,000 was budgeted for Computer Equipment and Technology Upgrade. Ms. McCarville stated that some of the children's computers are being replaced. There were no other questions

Revenue Report

Ms. McCarville reviewed the PLOS June report covering the end of the fiscal year. Line 111 Delinquent Taxes received \$267,062.23. We are working with a new auditor and will need an adjustment to the prior year. Overall 94.8% of revenues was received. Ms. McCarville explained that with the pandemic, and being closed for 10 weeks, the library spent less, but received less also. There were no questions. The Zael June report was reviewed. Line 141 Fax Fees shows \$84.00 received. Overall revenues for Zael were 93.2% received.

The July PLOS report was reviewed. Line 110 Current Local Taxes received \$292,834.66, which is 13% of revenues. There was not much activity in the other lines. Ms. McCarville advised that we did receive the State Aid payment and there will be a second one later in the year, just not as much. Ms. McCarville stated that the Library Law payment is received once a year. The Zael report was reviewed. Line 124 Donations received \$690.00, 23% of their budgeted amount. There was not much other activity. There were no questions.

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville reported that this is audit week. She thanked Patricia Speight and Karen Butler for their work with the auditor. Results of the audit may be available for the September meeting. She reported that business was slow, but traffic is increasing. Patrons are wearing masks and using hand sanitizer and following the executive orders. Materials are being quarantined for 7 days. We no longer charge late fees. Our procedures for Covid-19 exposure are working properly. We are assisting the Saginaw Art Museum, SVSU, the Marshall M. Fredericks Sculpture Museum and the Ezekiel Project with the Justice Free Little Library. There will be a Zoom community read in January or February 2021 based on a book about social justice. Ms. McCarville mentioned we received Cares Act Grant funds to purchase PPE, which will be used for more masks for the public. Additional WiFi points have been installed at Zael Library. Behind the library is a park and internet access is now available there. We will order 5,000 books on personal finance from a Financial Industry Regulatory Authority Foundation grant that was received. Zael branch manager Amy Churchill has resigned her position to be the Director at Lapeer District Library. Mr. Martin stated that many people do not know the library is open. A suggestion was given to possibly do some radio advertising to get the word out. It was asked if the curb-side pick-up is being used. Ms. McCarville said is it only available at Hoyt and is not used much.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Election of New Officers –

A slate of potential officers was prepared. A motion was made to elect those officers to 2-year terms in office. Those listed are: Ann Schneider Branch as Chair, Ralph Martin as Vice Chair, Diane Kloc as Treasurer, and Mike Thompson as Secretary.

Ms. Pamela Clark made a motion to approve the slate of proposed officers as presented. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

A list of committee members was also presented. Ms. Clark asked each Board member to think about which committee they would like to serve on, and let Ms. Schneider Branch know.

Strategic Plan Approval-

Ms. McCarville explained that a copy of the Strategic Plan 2020-2024 was presented at the June meeting for everyone to review. She is requesting Board approval to go forward with the plan. Ms. Clark questioned whether items targeted by year end 2020 are still realistic. Ms. McCarville said there has been a 1.3% increase in awareness and growth online and we are growing the collections, so yes, 50% is possible. Items in LHG have already been scanned and indexed and just need to be uploaded to biblioboard. Ms. McCarville thanked Ms. Diane Kloc and Mr. Bob Johnson for their participation with the group and their input.

The President entertained a motion to approve the Strategic Plan 2020-2024 as presented. Mr. Ralph Martin so moved with a second by Ms. Diane Kloc. The motion carried unanimously.

Covid-19 Evaluation Plan-

Ms. McCarville explained that MIOSHA requires their own Covid-19 Evaluation Plan. In case they come to Saginaw, we have our own plan, but they require their plan as well. She indicated that we are at medium risk at the library. Signs are posted, guards are on duty, tables assist with 6' distancing, hand sanitizer, hand washing and disinfectant are being used and PPE is provided. All procedures are outlined. One staff training has already been done and we will have a second session in the fall. She requested Board approval for the MIOSHA Covid-19 Evaluation Plan.

The President entertained a motion to approve the MIOSHA Covid-19 Evaluation Plan as presented. Ms. Ann Schneider Branch so moved with a second by Mr. Ralph Martin. The motion carried unanimously.

Positive Case Protocol Procedure-

Ms. McCarville reviewed the procedure fully. She stated that it strengthens the procedures if a staff member is exposed and is based on CDC recommendations, Executive Orders from the Governor and the Saginaw County Health Department. She requested Board approval of the Procedure.

The President entertained a motion to approve the Positive Case Protocol Procedure as presented. Ms. Diane Kloc so moved with a second by Mr. Ralph Martin. The motion carried unanimously.

The next Board meeting will be held September 17, 2020.

The meeting adjourned at 5:58 p.m.

Respectfully submitted,

Michael Thompson, Secretary
