



# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on December 19, 2019, at 5:09 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc and Mr. Ralph Martin. Mr. Bob Johnson was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

## **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 November 21, 2019 meeting.

The President entertained a motion to approve the minutes of the November 21, 2019 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. McCarville presented the November PLOS checks list dated November 29, 2019 covering checks numbered 79576-79659, written from November 6-21, 2019, highlighting a number of items. There was discussion regarding ordering less books and more digital content. Ms. McCarville advised that we will still have both, but more digital items are being ordered. There were no other questions.

The President entertained a motion to approve the November checks list dated November 29, 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 November 2019. She indicated that in January she will bring budget adjustments, just simple adjustments. She advised that expenditures are on target. Line 433 Snow Removal is 15.2% spent and Line 509 Computer Equipment is 74.5% spent. There was discussion on the replacement cycle for computers. Ms. McCarville advised 5-7 years. Line 721 Law Library is reimbursed by the County annually, and Line 280 Worker's Compensation is paid once a year based on the previous year's rate. Ms. McCarville then reviewed the Zauel expenditures saying that expenditures are right where we expected them to be. She noted that Zauel's security guard covers weekends and evenings only. There were no questions.

## **Revenue Report**

Ms. McCarville stated that revenues are looking good. Line 110 Current Local Taxes is 83.9% collected. She explained the MPSERS UAAL payment that must be paid back to the state. Ms. McCarville then reviewed the Zauel Revenue Report noting they received no revenues in November.

## **COMMITTEE REPORTS**

There were no committee reports.

## **DIRECTOR'S REPORT**

Ms. McCarville reported that we need two new Board members, one to be appointed by the City and one by the School Board. She advised that one person was recommended, and Mr. Ralph Martin volunteered to contact her with information of what Board member duties entail. Ms. McCarville reviewed the programs at the various branches, and mentioned that Kathy Thornhill at Zauel will retire in January with over 30 years of service. She then reviewed the statistics noting that programming attendance is down from last year but Overdrive and Hoopla digital services are skyrocketing. She also mentioned the Little Free Library we stock at the Police Department, and that the library system is starting auto-renewal on checkouts. There were no questions.

## **OLD BUSINESS**

There was no old business.

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## **NEW BUSINESS**

### **Library Board Vacancies**

Ms. McCarville again mentioned the need for two Board positions to be filled and asked for Board member assistance to nominate candidates. She noted that she has contacted the school Superintendent of the vacancy.

The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Ralph Martin, Secretary

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