



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on February 21, 2019, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Pamela Clark, Ms. Diane Kloc, Ms. Jeanne Lesinski, and Mr. Bob Johnson. Ms. Ann Schneider Branch and Ms. Melissa Garcia were 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 were no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the January 17, 2019 meeting.

The President entertained a motion to approve the minutes of the January 17, 2019 Library Board meeting as presented. Ms. Diane Kloc 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 January 31, 2019 covering checks numbered 78729-78829, written from January 10-30, 2019, highlighting a number of items. Ms. Kloc requested an explanation of Library Aware, and Ms. Speight advised it is software. Ms. Lesinski requested an explanation of tax charge-backs. Ms. McCarville explained the process.

The President entertained a motion to approve the checks list dated January 31, 2019 as presented. Mr. Bob Johnson 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 January 2019. She advised that Line 260 Health Insurance runs \$14,652.58 per month, and she was advised that the increase for next year is less than 1% which is good news going forward. Line 433 Snow Removal ran \$2,400.00 in January, and Line 461 Security Guard Service is under budget at 47.5% spent for all city branches. Line 719 Delinquent Tax Adjustment is 81.9% spent. Ms. Kloc asked about Line 534.1 Staff Relations. Ms. McCarville explained what it covers, including the Red Cross Training coming up in March. There were no other questions. She then reviewed the Zael Expenditure Report noting that they are in good shape. Line 235 Substitutes is only 40% spent, which is good. The rest of their lines are where we expected them to be. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS revenue report. She pointed out that Line 110 Current Local Taxes shows 98.8% received. Line 110.2 PPT Reimbursement comes from the State and we are not sure when it will be received. All other lines are where we expect them to be. Mr. Ralph Martin arrived at 5:15 p.m. There were no questions. Ms. McCarville then reviewed the Zael Revenue report noting that Line 141 Fax Fees has received only half of what was budgeted. Ms. McCarville feels that patrons scan and email which results in less faxing. There were no questions.

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

COMMITTEE REPORTS

There was no committee report this month.

DIRECTOR'S REPORT

Ms. McCarville spoke about the Friends of Michigan Libraries workshop in Novi. Topics will be Intellectual Freedom and Meeting Room Usage. She added it is a good opportunity to attend if possible. She stated that the VITA program is underway at both Butman-Fish and Hoyt, a great service for the public. The Advantage Academy at Butman-Fish is going so well AmeriCorps has added a second volunteer tutor. Old Microfilm readers at Hoyt have been donated to a library in Yale for a donation to the Trust. Zael is partnering with Heritage High School special needs student volunteers to help with projects for the entire semester. Their Spring Book Sale starts May 15th. Wickes Library will have a Black History Puppet Show February 26. Ms. McCarville advised that statistics show program attendance was down in January, probably due to the weather. The PLOS Friends donated funds for Hoopla digital. There was a question about the Black History month display on Terry Clark. There were no other questions.

OLD BUSINESS

Ms. Diane Kloc asked when the next strategic planning meeting will be. Ms. McCarville explained that Ms. O'Brien is out of town and she is trying to reach her to coordinate a date. Mr. Bob Johnson asked about a possible book fair with the First Ward in March. Mr. Johnson will contact Ms. McCarville to start planning next week.

NEW BUSINESS

LSTA Grant

Ms. McCarville explained that there is an opportunity for \$2,000.00 grants for each library branch. The original application required a resolution and board president's signature. The form has now been shortened and the director can sign it. The grants will cover technology or programming needs. Two libraries will get virtual reality equipment and Wickes will get hanging art supplies. The Saginaw High Art Department will display their work in the library.

May 2019 Meeting

Ms. McCarville explained that she will be away on the scheduled May 16 board meeting date and asked the meeting be canceled or scheduled on a different date. Ms. Clark suggested that a tentative date of May 23 should be scheduled, and if not needed, it can be canceled.

Mr. Bob Johnson advised that First Ward will be holding their Taste of Soul luncheon tomorrow. Tickets are \$20.00 and the food is excellent.

Trustee Manual Review – Chapter 10

Ms. McCarville covered the chapter on Library Directors, specifically hiring a new director. The use of consultants for hiring is expensive. The main responsibilities of a director are day-to-day administration, HR issues, collection development policy enforcement, proposing new policies, amending and updating policies and bringing them to the board for approval. Also included is strategic planning, analyzing strengths and weakness of the library, budgeting, advocacy – working together with community organizations and libraries, continuing education and development. There were no questions.

The meeting adjourned at 5:43 p.m.

Respectfully submitted,

Ralph Martin, Secretary
