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# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board President, Ms. Ann Schneider Branch, called the Public Libraries of Saginaw Board Meeting to order on January 21, 2021, at 5:08 p.m., virtually via Zoom. Board members present were: Ms. Trisha Baker, Ms. Ann Schneider Branch, Ms. Pamela Clark, Mr. Bob Johnson, Ms. Diane Kloc and Mr. Ralph Martin. Mr. Mike Thompson was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

## **PRESENTATION OF AGENDA**

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

## **PUBLIC COMMENTS**

No public was present.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the December 17, 2020 meeting.

The President entertained a motion to approve the minutes of the December 17, 2020 Library Board meeting as presented. Ms. Pamela Clark so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. McCarville presented the December PLOS checks list dated January 4, 2021 covering checks numbered 80484-80548. She highlighted check #80525 to Alpha Media for \$390.00 which is the contract payment for radio advertising. Check #80547 to SVSU Community Writing Center for \$1,000 is support for the program which was held at Butman-Fish, but continues to assist students virtually. The program received grant funds for the first two years, however the partners must fund the project now. Check #80493 to EBSCO for \$15,188.04 is an annual charge for Hoyt, Butman-Fish and Wickes Libraries for print periodicals. There was discussion on how long the physical copies are kept. There were no other questions.

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The President entertained a motion to approve the December checks list as presented. Ms. Pamela Clark so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS November 2020 expenditures. Line 531, Employee Mileage is 4.8% spent as everything has gone to virtual attendance. Ms. Schneider Branch questioned Line 500.1 Stationery & Supplies – Administration which shows a negative YTD balance. Ms. McCarville explained that supplies are ordered and charged to Hoyt. When requested by a branch, they are charged back for those items, which can cause a credit to the line. Ms. Schneider Branch also questioned Line 334 On-Line Journal Databases which is 117.2% spent. Ms. McCarville explained some prices, Newsbank especially, increased more than expected. We have also added the Creative Bug Database this year. Ms. Kloc questioned Line 561 Contractual Expense – Cooperative at 197.4%. Ms. McCarville added that an adjustment needs to be made for an item for the previous year that was charged to the current year in error. An auditor or the new finance person will have to make the entry. There were no other questions. Ms. McCarville reviewed the Zauel November expenditures highlighting Line 461 Security Guard Service which is 11.4% spent. She advised we only have guards at Zauel during the school year in late afternoon, not when the building is closed to the public. Line 520 Postage is 18% spent. As we are fine free, we don't send overdue notices, and this line will continue to decrease. There were no questions.

The December PLOS expenditure report was reviewed. Line 507 Web Service shows current month expenses of \$50.00 to Samsa for web hosting – an ongoing expense. Line 563 Delivery Service is 47.9% spent. This is for intra-branch delivery. Ms. Kloc questioned Line 440 Grounds Maintenance at 81.7% spent already. Ms. McCarville explained at Wickes Library a vehicle had driven through the lawn and a fence, was stuck in the mud and had to be towed out. Expenses for soil, lawn replacement and fence repairs were high and unexpected. An adjustment to this line may be necessary depending on future snow removal. There were no other questions. Ms. McCarville reviewed the December Zauel expenditures noting that Line 320 Books-Adult spent only \$363.24 in December. She found unpaid outstanding invoices and set them up for payment, so these totals will increase in January. Ms. Schneider Branch asked if the Employee Assistance Line costs are expected to increase. Ms. McCarville said it is an annual cost that increased after the budget was prepared, but it is still a competitive price for what they offer. She does not expect it to increase each year.

## **Revenue Report**

Ms. McCarville reviewed the PLOS November report stating that Line 110 Current Local Taxes is our number one source of revenue and is 95% collected. There were no questions. Ms. McCarville reviewed the Zauel revenues noting that Line 140 Penal Fines was budgeted at the township's advice at \$60,000. We received \$93,000 which

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is 156% collected. There was not much other activity for November. There were no questions.

The PLOS and Zauel revenue reports for December will be added to next month's meeting.

## **COMMITTEE REPORTS**

Ms. Schneider Branch spoke for the Personnel Committee, saying that she will schedule a meeting with Ms. McCarville to review her evaluation after the 3<sup>rd</sup> of February.

Ms. Schneider Branch asked about hiring. Ms. McCarville is working with Yeo & Yeo to review the job posting, advertise the position, weed the resumes and present the library with 3-5 of the most qualified candidates to interview. She hopes we will have a new finance person hired soon.

## **DIRECTOR'S REPORT**

Ms. McCarville spoke about the great resources available through the Michigan eLibrary, and encouraged all to explore what is available. She also said the Community Read will be held on four dates and Board member Bob Johnson will be a facilitator on February 23<sup>rd</sup> from 1-3 p.m. Zauel Librarian Bill O'Brien will facilitate on February 28. She noted that feedback from the community has been positive. Ms. McCarville provided information on the Library Trustee 101 workshops that will be offered again in March. She said processing books, pulling holds at Butman-Fish is going well as are their virtual programs offered on facebook. The "New Year, New You" program at Hoyt is also going well with online registration. Zauel continues to be busy with heavy curbside services.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Removing Patricia Speight from Chase Bank Account**

Ms. McCarville stated Chase Bank requires that although Patricia Speight is no longer employed with PLOS, that they require Board approval in meeting minutes to remove her name from any accounts. There was some discussion on other bank requests, but Ms. McCarville explained that the name deletion had already been completed at other banks with a phone call. She is required to go to Chase in person with minutes reflecting approval by the Board. We will add the new finance person to the account in person.

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The President entertained a motion to approve removing Patricia Speight's name from all library accounts at Chase Bank as requested. Ms. Pamela Clark so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

## **Justice Library Community Read**

Ms. McCarville said this was already covered under the Director's Report.

Ms. Pamela Clark asked about library's re-opening plans. Ms. McCarville drew attention to the Covid-19 Key Metrics for Safe Restart from MIDHHS. She mentioned township schools will reopen January 26, but wasn't sure about city schools. She advised we need to protect staff and the public when we are open. She is checking with the county health department. We want to be cautious, but can possibly open February 8 if the statistics continue to decline. She asked for thoughts from the Board. Ms. Schneider Branch liked the February 8 re-start. We will have to limit the number of patrons in the building at one time. Ms. McCarville stated that all barriers are in place PPE wise for safety, and she will have an all staff meeting before we re-open to review policy. We have 27 staff members on furlough and want them back as soon as possible. Ms. McCarville spoke with Genesee District Library, Capital Area District Library and Bay County Library to see what their plans for re-opening are. Trends seem to be going the right way.

The next Board meeting will be held February 18, 2021.

The meeting adjourned at 5:59 p.m.

Respectfully submitted,

Michael Thompson, Secretary

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