



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on June 20, 2019, at 5:17 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Diane Kloc, Mr. Bob Johnson and Mr. Ralph Martin. 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

Mr. Noel asked to speak about security at the library. It is his feeling that it is not a welcoming environment to have a security guard in the building. Ms. Clark replied that it is for the benefit of the staff and patrons. There was much discussion on this topic. Mr. Noel was thanked for his comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the April 18, 2019 meeting.

The President entertained a motion to approve the minutes of the April 18, 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. Speight presented the PLOS checks list dated June 3, 2019 covering checks numbered 79049-79128, written from May 9-23, 2019, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated June 1, 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 May 2019. She advised that Line 330 Adult Periodicals, Line 433 Snow Removal and Line 637 YALSA Grant are all over budget and need adjustments. Overall expenditures are 85.7% spent. Salaries are 88.14% of their budgeted amount and are approximately 28.82% of the total budget. There were no questions. She then reviewed the Zauel Expenditure Report noting that they require adjustments for Line 260 Health Insurance, Line 272 Vision Insurance and Line 341 Audio Visual Juvenile. Overall expenditures are 81% spent, where we expected them to be. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS revenue report. She reported that Line 110 Current Local Taxes is at 99.5% received. Other lines are where we expected them to be, although Line 130 Book Fines, Fees, Etc. is slightly under. We have received a total of \$3,013,905.20, and budgeted \$3,498,764.00. She hopes to close the gap by fiscal year end. Ms. McCarville then reviewed the Zauel Revenue report stating that they are right where we anticipated them to be. There were no questions.

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

COMMITTEE REPORTS

Ms. Pamela Clark reported that the Finance Committee met in early May, worked through the whole budget, and asked questions. She is glad that spending is down yet the library is still able to add hours.

Ms. Pamela Clark motioned to approve the Public Libraries of Saginaw 2019-2020 Budget as presented. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

Ms. Clark requested an addition to the agenda regarding the Personnel Committee. The Director's evaluation and Board Self-Evaluation need to be done. Copies will be forwarded to all Board members in June to be completed and returned by July, so they can be compiled for the August Board meeting. Personnel Committee members are Pamela Clark and Diane Kloc. They requested an additional member, but there was no further discussion.

DIRECTOR'S REPORT

Ms. McCarville reviewed the Strategic Plan update from her May report. Work will continue in small groups through the summer and she is aiming for a final plan in the

Fall. She also mentioned the PLOS STARS bus wrap, already on the road. She is continuing to work with Helen Raica-Klotz from SVSU and Denise Hill from Delta to partner with an author fair which will be a good event for the library and First Ward. She reported that Jazz on Jefferson was a great time for those who braved bad weather. She also reviewed programs at the branches. Ms. McCarville noted that groups from First Ward are using all branches for programs. She also reviewed the statistics. Mr. Ralph Martin reported that he has been asked about Summer Reading Program T-Shirts. There was much discussion. Ms. McCarville advised that our focus is on literacy and reading skills which are more of an incentive than T-Shirts. There were no additional questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Budget Adjustments

Ms. McCarville presented the May 16, 2019 Budget Adjustments saying that not many exceeded her limit of \$3,000, but she wanted to show all of them. She reviewed the adjustments for all 4 branches, noting that Zauel's budget is done in February before insurance rates for the coming year are given out.

Ms. McCarville then reviewed the June 20, 2019 Budget Adjustments explaining that we need to increase income from grants and increase the grant line as well to get to budget neutral.

Ms. McCarville presented the June 20, 2019 Budget Adjustments which she reviewed line item by line item. Ms. Garcia questioned why Zauel's SRP increased. Ms. McCarville explained that Zauel SRP goes through 2 fiscal years. They get donations from their Friends group, but it most likely will not be before the end of June. There were no other questions.

The President entertained a motion to approve the three Budget Adjustment requests as presented. Ms. Diane Kloc so moved with a second by Mr. Ralph Martin. The motion carried unanimously.

Proposed 2019-2020 PLOS Budget

The Board approved the Budget earlier in the meeting under Finance Committee.

L-4029 Approval

Ms. McCarville requested Board approval for the 2019 Tax Rate Request form L-4029. She advised that Ms. Clark and Mr. Martin had signed the form previously as the counties needed the information to prepare their tax rolls. She stated that there was no change from the previous year.

The President entertained a motion to approve the 2019 Tax Rate Request form L-4029 as presented. Ms. Ann Schneider Branch so moved with a second by Ms. Melissa Garcia. There were no questions. The motion carried unanimously.

Vacant Board Position

Ms. McCarville advised that the City received two applications for the open Board position and she requested Board recommendations. There was much discussion. It was decided to notify the City that the Board recommends Nicholas Kyriakopoulos to fill the remaining term of Jeanne Lesinski, which ends June 30, 2022. Ms. McCarville will notify Janet Santos at the City of the Board's recommendation.

July Meeting

Ms. McCarville explained that historically the Board does not meet in the month of July due to vacations, etc.

The President entertained a motion to cancel the July 18, 2019 Library Board Meeting as presented. Mr. Ralph Martin so moved, with a second by Ms. Melissa Garcia. The motion carried unanimously.

Due to the length of the meetings, it was decided to table the Trustee Manual review for Chapter 13 until the August meeting.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Ralph Martin, Secretary
