



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Vice President, Mr. Ralph Martin, called the Public Libraries of Saginaw Board Meeting to order on June 20, 2024, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pamela Clark, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc, and Mr. Ralph Martin. Ms. Ann Schneider Branch was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The Vice President asked all attendees to review the agenda.

Ms. Pamela Clark moved to approve the agenda as presented. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously

PUBLIC COMMENTS

Mr. Gerald Anderson inquired about the reduced hours at Wickes. Ms. McCarville explained that it was due to lack of demand and a staffing change. She also stated that the wifi is still available during the hours that the building is closed.

APPROVAL OF MINUTES

The Vice President asked all to review the minutes of the April 18, 2024 meeting.

The Vice President entertained a motion to approve the minutes of the April 18, 2024 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the April-May 2024 PLOS checks list, covering checks numbered 83037-83129. She highlighted check #83084 to American Resource Management for \$54.00 for paper recycling, and check #83118 to All American Pest Control for \$59.00 for monthly pest control treatment. There were no questions.

The Vice President entertained a motion to approve the April-May 2024 checks list as presented. Ms. Diane Kloc so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

Ms. McCarville then reviewed the Online Payment Register for April-May 2024, covering checks numbered #2112-2127. She highlighted check #2112 to Amazon for books at \$1,492.47, and check #2121 to Amazon for program supplies like crafts for \$1,516.77. Ms. Kloc asked if more checks could be done electronically. Ms. McCarville said no, as set-up is not always available from all vendors, but we do as many as we can. There were no further questions.

The Vice President entertained a motion to approve the PLOS April-May 2024 online payments as presented. Ms. Diane Kloc so moved and Ms. Trisha Baker seconded the motion. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of May 2024. She stated that any Lines in red will be corrected with a budget adjustment. Line 342 Downloadable Materials is currently overspent by \$13,294.55 and we will be correcting that in next year's budget as well as a budget adjustment this month. She said the same is true for Line 461 Security Guard Service. Butman-Fish has also switched to having the security guard service. There were no questions.

Ms. McCarville reviewed the May 2024 Zael expenditures. Line 532 Summer Reading Program budgeted at \$5,000 is overspent by \$2,511.96, as their numbers have gone thru the roof since Covid. Ms. Baker questioned Line 561 Contractual Expense MMLC. Ms. McCarville explained that the timing is off, since the State Aid was received late. There were no further questions.

Revenue Report

Ms. McCarville reviewed the PLOS May 2024 report, not much revenue was received. Line 110 Current Local Taxes is at 114% received, which is more than expected. Ms. Kloc asked if Line 120 received something larger than expected. Ms. McCarville said not something really big. There were no further questions.

The Zael revenue report for May 2024 was reviewed. Total revenues for May were \$1,256.92. Line 141 Fax Fees is at 94.2% received. There were no questions.

COMMITTEE REPORTS

Ms. Keenan-Lechel gave an update on the upcoming millage campaign, saying that everything is going well. There are 11 confirmed locations for big signs (20 were ordered). Bookmarks are ready to be distributed, and mailers will be going out soon too. She stated that we will be running a digital ad as well. It was suggested that everyone stress this as a renewal only. There was much discussion.

Director's Report

Ms. McCarville advised that the library's checking account was compromised. Fraud prevention caught it so we are not out any money (\$9,000). The bank now requires us to do positive pay, where we do a check run, send it to the bank in a CSV file so they can match exactly to the identification on each check presented. This is an extra level of protection and accounts are much more secure. FundBalance has no way to automate this, so in the fall after the audit, we will start looking for a replacement for FundBalance. We may have a work-study student here in the fall from Delta. They would be used for educational and reading activities. Ms. McCarville stated that millage renewal staff training was given twice this month. She then reviewed the events happening at the various branches. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Budget Adjustments

Ms. McCarville reviewed the budget adjustments for Hoyt Library which required corrections in salaries, payroll and retirement. The larger one is for downloadable materials, Security guard service and contractual expense for MMLC. Total increases/decreases were \$81,350.00. Adjustments for Butman-Fish included salaries, books and AV. Heat and utilities increased as well as security guard service. Total increases/decreases were \$35,300.00. Wickes adjustments included increased salaries for substitutes as the branch head is out. Janitorial and trash removal and grounds maintenance were included. Total increases/decreases were \$6,300. Zauel Library adjustments are books, periodicals and summer reading program increases. Total increases/decreases are \$32,250. There were no questions.

The Vice President entertained a motion to approve the Budget Adjustments as presented. Ms. Pamela Clark so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

L-4029 Approval

Ms. McCarville presented the L-4029, 2024 Tax Rate Request form (Millage Request Report).

The Vice President entertained a motion to approve the 2024 L-4029, Tax Rate Request form as presented. Ms. Pamela Clark so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

Proposed 2024-2025 Budget

The 2024-2025 budget was reviewed in detail at the Public Budget Hearing earlier this evening.

The Vice President entertained a motion to approve the Proposed 2024-2025 budget as presented. Ms. Trisha Baker so moved. Ms. Cecelia Hopkins seconded the motion. There were no questions. The motion carried unanimously.

Appoint Additional Check Signer

Ms. Pamela Clark and Ms. Diane Kloc are both authorized to sign checks. Ms. McCarville requested a 3rd person to replace Ms. Schneider Branch. Ms. Cecelia Hopkins has agreed to be an additional signer.

Appoint New MMLC Board Representative

We were notified by MMLC Director Eric Palmer that PLOS needs a person to join their board to represent them. This person can be a board member, Friends group member, or even a patron. There was some discussion. Ms. Cecelia Hopkins volunteered if no other person would accept the offer.

Ms. McCarville presented applications for the open board position for board member approval. This person would be a school board appointed member. She requested the board interview these applicants and select one for the position. Ms. Diane Kloc and Ms. Cecelia Hopkins agreed to interview the candidates.

The meeting adjourned at 5:58 p.m.

The next meeting will be held August 15, 2024.

Respectfully submitted,

Trisha Baker
Secretary
