



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on March 21, 2019, at 5:03 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, Mr. Bob Johnson and Mr. Ralph Martin. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville, Ms. Patricia Speight and Ms. Kimberly White.

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 February 21, 2019 meeting.

The President entertained a motion to approve the minutes of the February 21, 2019 Library Board meeting as presented. Mr. Bob Johnson 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 March 1, 2019 covering checks numbered 78830-78894, written from February 14-25, 2019, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated March 1, 2019 as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of February 2019. She advised that Line 260 Health Insurance ran \$14,299.73 last month, and she was advised that the increase for next year is less than 1%. Line 433 Snow Removal is slightly over budget, and she hopes we are through with snow removal. There were no questions. She then reviewed the Zael Expenditure Report noting that they are in good shape. Line 260 Health Insurance ran \$2,690.92 last month for 2 employees. The rest of their lines are where we expected them to be. Ms. Schneider Branch questioned the accounts that show 100% spent. Ms. McCarville advised that they were annual charges and are complete. There were no other questions.

Revenue Report

Ms. McCarville reviewed the PLOS revenue report. She pointed out that Line 110 Current Local Taxes shows 99.6% received. There were no questions. Ms. Melissa Garcia arrived at 5:10 p.m. Ms. McCarville then reviewed the Zael Revenue report noting that Line 131 Copy Machines generated \$794.79 so far this year and are provided as a convenience for our patrons. Ms. Ann Schneider Branch questioned the USF. Ms. Speight said USF is a refund we get back for phone and internet reimbursement. This year we received an additional amount from the state through the Library of Michigan. There were no questions.

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

COMMITTEE REPORTS

No committees have met this month.

DIRECTOR'S REPORT

Ms. McCarville advised that PLOS library logo wear is now available from Lands' End. She is also looking for volunteers for the Cinco de Mayo parade on May 4th to push decorated book trucks or pass out boxes of chalk. Ms. McCarville said she has started working on the budget. She has heard from patrons that it is hard to keep the hours of operation between branches straight. She would like to increase hours at Butman-Fish, Hoyt and Wickes, which will have to increase staffing (additional part-time people). Ms. Schneider Branch asked if there is enough in the budget to fund additional staff and Ms. McCarville said it can be worked out with an additional 20 hour per week person at each branch. Ms. Clark said if it is affordable, it is a good idea. Ms. McCarville spoke about the STARS bus wrap that the library won. Statistics on Hoopla are going strong. Changes are coming to Overdrive and RB Digital soon. There was discussion on various branch programs. There were no other questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Disclosure of Interest forms were passed out to be completed and returned.

Strategic Plan Update

Ms. McCarville advised that the next meeting is April 26 at Wickes. She will send out an email confirming the date and time for this half-day meeting to set goals, objectives and determine how to measure if these are successful. She would like leadership community input. There was discussion about an online survey and results response. Ms. McCarville provided a sheet with various values and asked Board members to select up to 8 they feel are most relevant core values of the library. Responses are needed prior to April 26.

Trustee Manual Review – Chapter 11

Ms. McCarville mentioned that this chapter provides many resources for Friends of Michigan libraries. Ms. Kimberly White is the liaison between the library and the Friends and she addressed the meeting. The umbrella group supports all of our branches. There are 2 sub-chapters (Butman-Fish and Zael) that do fundraising for those branches specifically. The Friends generate revenue from memberships, book sales and donations. They have pledged \$10,000 to the Summer Reading Program, \$3,500 to digital downloads, and \$2,000 to the Hoyt Renovation. Their goal is to provide a board book to each baby born at Covenant, along with information on library services. The cost per year is \$12,000. They raised \$625.00 at SVRC book sales and Zael Friends donate \$3,000.00 each year for this program. The Friends are celebrating 25 years as an organization this year. All are welcome to attend the annual meeting on May 21. Kim is the guest speaker and will cover digital services and the renovations. The Friends meet the 4th Tuesday of each month at 6:30 at Butman-Fish. They have 392 active memberships right now and want to increase that number. There were no questions.

The meeting adjourned at 5:47 p.m.

Respectfully submitted,

Ralph Martin, Secretary
