



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 May 20, 2021, at 5:24 p.m., virtually via Zoom. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Mr. Bob Johnson, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Ms. Trisha Baker 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 April 15, 2021 meeting.

The President entertained a motion to approve the minutes of the April 15, 2021 Library Board meeting as presented. Ms. Diane Kloc so moved. Mr. Bob Johnson seconded the motion. The motion carried unanimously. Mr. Bob Johnson left the meeting at 5:26 p.m.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the April PLOS checks list dated May 4, 2021 covering checks numbered 80719-80804. She highlighted check #80744 to MLA in the amount of \$2,680.19 for the annual cost of membership. Check #80758 to Ty Inc. in the amount of \$6,547.07 for beanie babies as final SRP prizes for kids. Ms. Kloc questioned check #80792 to TeamOne Visa asking what expenses were covered. Ms. McCarville explained all documentation is attached to the statement and anyone is welcome to review them. Typically, recurring monthly charges, items for programming, grant purchases, etc. are charged. Although paid on one check, each item is charged to the

proper account. Ms. Schneider Branch questioned checks #80788 to Sentinel Technologies and #80799 to Yourmembership.com. Ms. McCarville said we experienced problems with the telephone system and called Sentinel for assistance. Also, Yourmembership.com is an ALA webpage where we posted the accounting specialist position we need to fill. She mentioned that the position has been offered to Kathleen Cunningham who has accepted the position. There were no other questions.

The President entertained a motion to approve the April checks list 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 April 2021 expenditures, the 10th month of the fiscal year, stating that total expenditures are right where we thought they would be. Salaries are at 71.6% of budgeted amount and 31% of the total budget. Insurances are at 57% of the budgeted amount. Line 320 Adult Books is at 60% of the book budget. In May spending has increased to get it up to 100%. Line 431 Janitorial Services is at 49% of the budgeted amount and is low due to the library being closed during Covid outbreaks. There were no questions. Ms. McCarville then reviewed the Zauel Expenditures for April. She noted Zauel is in good shape. Salaries are at 73.58% of budgeted amounts. Insurances are 17.12% of the budgeted amount and Adult Books are at 87.5% of their budgeted amounts. Line 520 Postage is 45% spent partially due to no newsletter or overdue/late notices sent for several months. Total expenditures for April were \$74,324.34. There were no other questions.

Revenue Report

Ms. McCarville reviewed the PLOS report through the end of April. We have received 100.3% of the budgeted amount for Current Local Taxes. Line 141 Fax Fees collected \$998.65 in April. Total revenues for April are \$10,127.84. There were no questions.

The Zauel revenue report for April reflects \$657.48 received. Ms. Kloc questioned why Penal Fines for both Zauel and PLOS are so far over budget. Ms. McCarville answered she believes payment for last fiscal year was received after the books were closed, and that payment needs to be corrected by the auditor. There were no other questions.

COMMITTEE REPORTS

Ms. Schneider Branch advised that she met with the Director to review the results of her evaluation. Overall, in a difficult year Ms. McCarville did well. She indicated that they discussed ideas on how to get more information on her performance and the committee plans to implement a different method of evaluation. There was much discussion on using Survey Monkey or another online source to do evaluations from

now on. Ms. Schneider Branch will handle this. Ms. McCarville appreciated the comments and feedback she received. Ms. McCarville's 2021-2024 contract was presented and Ms. Schneider Branch will be discussing this with the Personnel Committee before signing. The contract renewal is tabled to the next meeting, after review by the personnel committee.

Ms. Pamela Clark moved that at the board chair's direction, the committee will review the 2021-2024 contract, and defer to the board chair to have authority to sign and review the 2021-2024 contract with the director. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

DIRECTOR'S REPORT

Ms. McCarville advised that April was another good month. She advised that there will be training sessions on May 28 on the Open Meetings Act put on by the Library of Michigan. This is available to all, to make sure we are in compliance with it. Ms. McCarville reviewed the various updates from the branches. Mr. Ralph Martin had left the meeting at 5:52 p.m. Ms. McCarville added that we have regained access to the library's twitter and Instagram accounts. There were no other questions.

OLD BUSINESS

Disclosure of Interest Forms

Those who have not completed and sent in their PLOS and Foundation forms, are asked to do so now.

NEW BUSINESS

L-4029 2021 Tax Rate Request Form

Ms. McCarville asked the Board for L-4029 approval, that require signatures by Ms. Schneider Branch and Mr. Mike Thompson. She advised that the form has been reviewed by the County Assessor's Office.

The President entertained a motion to approve the L-4029 2021 Tax Rate Request as presented. Ms. Diane Kloc so moved with a second by Ms. Pamela Clark. The motion carried unanimously.

Proposed 2021-2022 Budget

The proposed 2021-2022 budget was reviewed by the finance committee earlier in May and was thoroughly reviewed during the public budget hearing earlier this evening.

The President entertained a motion to approve the 2021-2022 PLOS Budget as presented. Ms. Diane Kloc so moved with a second by Mr. Mike Thompson. There was no discussion. The motion carried unanimously.

The next Board meeting will be held June 17, 2021.

The meeting adjourned at 5:57 p.m.

Respectfully submitted,

Michael Thompson, Secretary
