



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on November 15, 2018, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Pamela Clark, Ms. Diane Kloc, Ms. Jeanne Lesinski, and Mr. Bob Johnson. Ms. Ann Schneider Branch was absent. 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. Mike Noel spoke about the passing of Mr. Earl Selby and mentioned that a memorial service will be held in Saginaw December 1. He then thanked Ralph Martin for his interest in a school board position in the recent election.

IT UPDATE

The IT Update was tabled to a future meeting due to illness of the IT staff.

APPROVAL OF MINUTES

The President asked all to review the minutes of the October 18, 2018 meeting.

The President entertained a motion to approve the minutes of the October 18, 2018 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Jeanne Lesinski seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated November 1, 2018 covering checks numbered 74853-78545, written from October 2-18, 2018, highlighting a number of items. There was discussion regarding the total payment due for the strategic plan professional. Ms. McCarville advised it would be roughly \$3,500.

The President entertained a motion to approve the checks list dated November 1, 2018 as presented. Mr. Bob Johnson 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 October 2018. Line 431 Janitorial Services is 26.1% spent. This covers janitorial services provided by an agency. Mr. Ralph Martin arrived at 5:07 p.m. She said Line 433 Snow Removal is budgeted at \$29,000, and hopes that amount will cover the winter. The rest of the accounts are right where we expect them to be, although the insurances are higher than hoped and we may have to do a budget adjustment there. There were no questions. Zauel's expenditures are on target. Lines 320 & 321 Materials are right where we want them to be. Line 461 Security Guard reflects increased hours during the school year. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS revenue report. She pointed out that in Line 110 Current Local Taxes, we have received 95.8% of what was budgeted. Line 110.2 PPT Reimbursement shows we received \$91,727.76 which is less than we budgeted for. These funds come from the state. There were no questions. Ms. McCarville reviewed the Zauel Revenues noting that Line 197 Contract Contribution reflects 25% of the budgeted amount has been received and this is right on target as well. Ms. Melissa Garcia arrived at 5:13 p.m.

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

COMMITTEE REPORTS

Ms. Pamela Clark spoke on behalf of the Finance Committee, stating that we don't have an approved PLOS Investment Policy yet. A draft is completed and we need to set a date and time to meet with Merrill Lynch to review this policy and the Foundation and Trusts policies as well. The auditor had questioned whether to leave in the spending policy or delete it. The Finance Committee needs to review this. Ms. McCarville will contact Mr. Schropp to get several dates and contact the committee to set a good time for all.

DIRECTOR'S REPORT

Ms. McCarville advised that the second session of the strategic planning process was successful. She then advised that the Midland Library and Bridgeport have given the required 18 month notice to leave the VLC. Ms. McCarville explained the advantages of having the VLC membership, mainly that this drives down the cost of the online catalog and computer system. She then spoke about the tutoring offered at Butman-Fish three times a week, and they are looking for more volunteers. She also mentioned the Holidays in the Heart of the City coming up this weekend and that the PLOS Friends Board has a vacancy for anyone who is interested in joining. The Chamber After Hours will be held at Hoyt on December 13 from 5-7:00 p.m. partnering with Habitat for Humanity. Ms. McCarville thanked all who attended the 35th anniversary at Wickes Library, and added that the

recent practice SAT tests at the branches was a well received event. The Zauel book sale netted \$5,900. She then reviewed the uptake in statistics for various programs last month. Congratulations were given to Ms. Melissa Garcia who was recently selected as one of the 2018 Top 50 Latinas in Michigan by the Hispanic Latino Commission of Michigan.

OLD BUSINESS

Strategic Plan

Both Mr. Bob Johnson and Ms. Diane Kloc spoke about the progress of the Strategic Planning process. Much was accomplished including a draft of the vision statement and objectives. They discussed the differences between the branches and inconsistency. They will meet again with sub-committees and get more staff involved. Terri O'Brien was found to be an amazing facilitator.

NEW BUSINESS

Hoyt Library Temporary Closure

Ms. McCarville advised that contractors are currently working in smaller areas of the building that can be closed off to the public, and areas public are not allowed to enter. Work needs to be done in areas open to the public which requires scaffolding and can be a danger with public around, specifically the public computer area and the stairway to LHG. Because it is strategically hard to close down parts of the building for safety Ms. McCarville recommends closing the library approximately 3 weeks to get the work done beginning December 17 thru the 2nd week of January. She feels traffic is light this time of year and the impact will be minimal. She mentioned that staff will continue to work or use vacation time, as deliveries will continue, and there are other projects that can be worked on. There was much discussion regarding the length of time Hoyt would be closed to the public. Ms. McCarville then advised that the roof project will not be finished before winter. The heavy equipment will be gone and Janes Avenue will reopen soon. Hopefully roof replacement will resume in March, weather permitting.

The President made a motion to approve the closure of Hoyt Library to the public, but open to staff to work from December 17, 2018 and re-open January 14, 2019 for the safety of our patrons. There was much discussion again. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

Trustee Manual Review – Chapter 8

It was agreed to table the Trustee Manual review due to time constraints with 2 additional meetings. The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Ralph Martin, Secretary
