



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Chair, Ms. Diane Kloc, called the Public Libraries of Saginaw board meeting to order on Thursday, October 17, 2024 at 5:00 pm, at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pam Clark, Mr. Michael Foust, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel and Ms. Diane Kloc. Mr. Ralph Martin was absent. Ms. Maria McCarville from the Public Library was also present

PRESENTATION OF AGENDA

President Diane Kloc asked all attendees to review the agenda. There were no additions or corrections to the agenda.

PUBLIC COMMENTS

The board president recognized patron Andrew Tilot. He had been banned by the Public Library and was no longer allowed admittance into the buildings. He wanted to approach the board in order to ask to have his privileges reinstated. The board did not grant his request.

APPROVAL OF MINUTES

The President asked all to review the minutes of the August 15, 2024 meeting.

The President entertained a motion to approve the minutes of the August 15, 2024 Library Board meeting as presented. Ms. Pam Clark so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the check register dated August-September, 2024. Checks were numbered 83224-83308. She also reviewed the register of online payments dated August-September, 2024. Those checks were numbered from 2145-2161. Ms. McCarville indicated there was nothing unusual to report. There was a brief discussion of the expenses related to Hoopla and other downloadable materials. There were no questions.

The President entertained a motion to approve the PLOS August and September check registers as presented. Ms. Trisha Baker so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures for August and September 2024. A total of \$226,337.69 was spent. Line #280, Worker's Compensation, is a once a year expense and is over budget. There will need to be a budget adjustment on this line item. Ms. McCarville reported that our expenses are right where they should be at this point in the year. There was a question related to the carpeting project at Butman-Fish. The estimated \$200,000 expense hasn't yet been paid. The project is nearly complete and the branch will reopen next week. There were no further questions.

Ms. McCarville reviewed the August and September 2024 Zauel expenditures. Total expenses were \$74,203.75 and right on track. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS General Fund revenue report for July-September 2024. Revenues during that time period were \$2,595,279.97. Line 110 Current Local Taxes showed \$477,568. We received more than what had been budgeted, which is very good news. Also, Line 110.1 Payment in Lieu of Taxes was \$36,745.61. This is at 229% of what was budgeted. This was a timing issue, and reflects that we received two payments during the fiscal year. There were no questions.

COMMITTEE REPORT – MILLAGE CAMPAIGN

Ms. Keenan-Lechel reported on results of the Library's August Millage Campaign. She shared a copy of the report that had been sent to the State of Michigan with members of the Friends of the Saginaw Public Libraries group. After all expenses had been covered, the Millage committee was able to return \$610 back to the Friends group, which had generously contributed to the election planning effort.

COMMITTEE REPORT – FINANCE COMMITTEE

Members of the Finance Committee (Pam Clark, Cecelia Hopkins and Diane Kloc) met on October 16, 2024 with Jamie Rivette from Yeo and Yeo. Michael Foust also joined the group to become familiar with the Library's finances. Ms. Rivette presented the audited financial statement and responded to board member questions. She also discussed the IRS 990 form.

DIRECTOR'S REORT

Ms. McCarville reviewed a number of the items on her written Director's Report, which was included the board packet. In particular, she discussed a grant for air filters/purifiers. She reported that Beth Lasky, the current bookmobile driver, is now moving over to Zauel to work full-time in the children's library assistant position. Claire Skerry from Butman-Fish will be moving over to fill the bookmobile driver position, at 25 hours per week. There was a vacancy for the Zauel children's position, as a staff member left to take a position at the Thomas Township Library. Also, there has been an ongoing effort to fill the Wickes library assistant position, since Roy Bishop had been out on medical leave. Julie Potter was filling the position, but is now retiring and moving to Florida. Ms. McCarville suggested expanding Wickes' hours to be Monday-Thursday, from 10am-6pm each day, then list the position to be filled by early November. The board agreed with expanding the hours.

OLD BUSINESS

There was a discussion of the Strategic Plan and how we would get things moving forward again, following a pause due to COVID, over the past few years. Ms. McCarville said she planned to start the process over again in early 2025, with board involvement. The process will involve hiring a consultant in order to gather community feedback, as well as involve the board and staff.

There was also discussion of safety issues at the library and benefits offered to employees following a recent incident at Hoyt Library. Ms. McCarville also shared that new security cameras had been added outside of the library and that electrical outlet locks had also been added.

NEW BUSINESS

Audit Review and Approval

Mr. Cruz Bell from Yeo and Yeo joined the board to review results of the recent audit. He stated that the Public Libraries of Saginaw received an Unmodified Opinion, the highest grade with a clean audit. He reviewed the overall revenues, noting they are up \$291,000. Also, general fund expenditures were down \$983,000. He noted salaries and benefits total 59% of the budget. This year, revenues exceeded expenditures. There was board action taken last year to forgive debt for the Hoyt Trust. This caused a change in net assets on the audit. Mr. Bell thanked the staff for having everything ready for the audit.

The President commented that it was good news to receive an Unmodified Opinion on the Audit. Ms. Trisha Baker motioned to accept the Public Libraries of Saginaw Audit as presented. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

The next meeting will be held December 19, 2024.

Respectfully submitted,

Sarah Keenan-Lechel
Secretary
