



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on October 18, 2018, at 5:04 p.m., at the Hoyt Main Library. Board members present were: Ms. Pamela Clark, Ms. Diane Kloc, Ms. Jeanne Lesinski, Mr. Ralph Martin. Ms. Melissa Garcia and Mr. Bob Johnson were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight. Also in attendance was Marisa Ahrens from Yeo & Yeo Auditing Firm.

PRESENTATION OF AGENDA

The President asked all present to review the agenda. No additions or corrections were requested.

PUBLIC COMMENTS

Mr. Mike Noel voiced appreciation for the pamphlets available at the library from the League of Women Voters, for information on candidates running for election. He also offered congratulations for Ruth Ann Reinert's retirement from the Public Libraries of Saginaw.

APPROVAL OF MINUTES

The President asked all to review the minutes of the September 20, 2018 meeting.

The President entertained a motion to approve the minutes of the September 20, 2018 Library Board meeting as presented. Mr. Ralph Martin 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 October 1, 2018 covering checks numbered 78369-78452, written from September 10-20, 2018, highlighting a number of items. There was discussion regarding two payments to Team One Credit Union with no description. Ms. Speight advised that we have two Visa corporate cards, and payments are made separately.

The President entertained a motion to approve the checks list dated October 1, 2018 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 expenditures through the end of September 2018. Line 22 Salaries – Professional/Semi-Professional is 22.1% spent, right where we should be. She stated that other expenditures are right in line as expected and there was nothing unusual to report this month. She mentioned that Line 334 Online Journal Databases is 86% spent as renewals occur once per year. There were no questions. Zauel's expenditures are in good shape said Ms. McCarville. Salary line 200 is 20.2% spent, which is right on target. There was nothing out of the ordinary or unusual for Zauel's expenditures and 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 89.7% of what was budgeted. Other revenues are where we expected them to be. There were no questions. Zauel's revenues were reviewed. Ms. McCarville noted that Line 130 Book Fines, Fees, Etc. is at 20.1% received even after the charges were reduced. There were no questions.

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

COMMITTEE REPORTS

Ms. Pamela Clark spoke on behalf of the Personnel Committee explaining that last month the Board Self-Evaluation was reviewed and this meeting would cover the summary of the Director's evaluation. She had met previously with Ms. McCarville to review the evaluation, discussing ratings and comments. Key areas to work on during the year include communication, strategic planning, professional growth and relationships. Ms. McCarville's and staff organizational goals need to be clear. Ms. Clark said in the future, the growth and relationship categories will be separated. Ms. McCarville thanked the Board for taking time to complete the evaluations including open ended questions, as she found it helpful in setting her goals for the next 2 years. Each month she will try to add updates such as advocacy and provide awareness of services PLOS offers, reporting on the progress of the strategic planning meetings, renovations and donors. She will increase communication and work on her relationships with the Board. She noted that she is available before or after every meeting so please feel free to contact her if needed.

DIRECTOR'S REPORT

Ms. McCarville advised that the first session of the strategic planning process was successful. She appreciated Board support specifically from Ms. Kloc and Mr. Johnson who volunteered to be a part of the program. A rough draft has been drawn up with a potential change to the library's mission statement to "The Public Libraries of Saginaw is an engaged modern hub with flexible services for learning, work, and play." Discussion included statistics, new programming, increasing program attendance, encouraging new patrons and just getting the word out to the press and all media. No objectives have been set yet, just broad categories. The committee plans to meet again at Wickes on October 26. Outreach partnerships, marketing, technology facilities, policies and staff training will be the topics. Terri O'Brien from Delta is leading the planning sessions. Ms. Kloc added that she appreciated the positive attitudes and the contributing of ideas from staff. Ms. McCarville

estimated that the planning should be wrapped up no later than June. A reminder was mentioned about the December 13 Chamber After Hours that will be hosted at Hoyt from 5:00-7:00 in partnership with Habitat for Humanity. Also mentioned is the 35th anniversary celebration at Wickes Library October 25 at 6:30 p.m., including refreshments, entertainment, displays and a time capsule. There was discussion on the spike in tween attendance at programming. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

2018-2020 Proposed Holiday Schedule:

Ms. McCarville advised that this schedule has changed to include several dates that were agreed upon in the recent SEIU union contract negotiations. There were no questions.

The President entertained a motion to accept the 2018-2020 Proposed Holiday Schedule as presented. Mr. Ralph Martin so moved with a second by Ms. Diane Kloc. The motion carried unanimously.

2017-2018 Audit Review with Yeo & Yeo

Marisa Ahrens advised that David Youngstrom had previously met with Ms. McCarville and the finance committee to review the recent audits of the Public Libraries of Saginaw, Saginaw Public Libraries Foundation and the Hoyt Trust in detail. Ms. Ahrens thanked management and staff for their efforts with the audit, noting that it was a smooth process. Beginning with PLOS General Fund she noted that the largest difference is in penal fines. The previous year's payment was received after the books were closed, which doubled the penal fine revenue for this year, which impacted revenues. She noted consistency in tax collection. She noted expenditures were up from last year and capital outlay from PLOS gave \$1M to the Hoyt Trust for renovations. She reviewed the two separate retirement fund plans, and stated that PLOS has a healthy fundbalance as of June 30, 2018. The Public Libraries of Saginaw received a qualified opinion.

She reviewed the Hoyt Trust financial statements noting that the Trust holds the assets of PLOS. Contributions were down, but otherwise all things seem consistent year to year. The Trust is given a qualified opinion.

In reviewing the Saginaw Public Libraries Foundation financial statements Ms. Ahrens noted an increase in revenues due to a beneficiary in trust received. Because of the two retirement plans, new language (OPEB) was included in the financial statements this year and Yeo & Yeo will work closely with management to adopt changes going forward. There were no questions.

Ms. Pamela Clark advised that the Finance Committee met with David Youngstrom and reviewed the audits page by page. All questions asked were answered. She thanked Yeo & Yeo for their assistance. Ms. Schneider Branch arrived at 5:44 p.m.

The President entertained a motion to accept the 2017-2018 Audits as presented. Ms. Ann Schneider Branch so moved with a second by Mr. Ralph Martin. The motion carried unanimously.

Ms. Speight made a request for the Finance Committee to schedule a meeting to review the final draft of the investment policy. She indicated that Mr. Scott Schropp from Merrill Lynch has a draft copy ready for review. It was decided to hold a meeting Thursday, October 25 at 4:30 at Hoyt. All Board members are welcome to attend.

Mr. Martin thanked Ms. McCarville for providing him with updated building renovation information that he presented to the recent school board meeting.

The meeting adjourned at 5:52 p.m.

Respectfully submitted,

Ralph Martin, Secretary
