



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on September 19, 2019, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Mr. Bob Johnson, and Mr. Ralph Martin. Ms. Diane Kloc and Mr. Nicholas Kyriakopoulos were 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

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the August 15, 2019 meeting.

The President entertained a motion to approve the minutes of the August 15, 2019 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Mr. Bob Johnson seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the August PLOS checks list dated September 3, 2019 covering checks numbered 79328-79407, written from August 14-22, 2019, highlighting a number of items. There were no questions.

The President entertained a motion to approve the August checks list dated September 3, 2019 as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. The motion carried unanimously.

Consolidated Expense Report - Hoyt

Ms. McCarville reviewed the PLOS expenditures through the end of August 2019. Line 260 Health Insurance ran \$14,736.11 last month. She is waiting to hear what the cost will be next year. Line 560 Contractual Expense – Hoyt is the amount PLOS pays the Trust for use of the building. Total expenditures for August were \$264,899.48, and 15.7% of the budget is spent, which is right on target. There were no questions

Revenue Report – Hoyt

Ms. McCarville stated Line 110 Current Local Taxes shows 65.6% of the budgeted amount has been received so far. Total revenues for Hoyt Library in August is \$1,668,384.75. A total of 56.3% of the budget has been received so far. Ms. Schneider Branch asked if penal fines have been collected this year, and Ms. McCarville answered yes.

Consolidated Expense Report – Zael

Ms. McCarville advised that Line 321 Books-Juvenile is at 24.4% spent. She mentioned a display of new books at Zael. Line 464 Copy Machines is at 21% of the budget. She also mentioned that a credit card can now be used on the copy machine at Zael. Overall, Zael has spent 11.6% of their budget, and they are right on track.

Revenue Report – Zael

Ms. McCarville explained that Line 131 Copy Machines brought in \$207.65, and other revenue lines are where we expected them to be. They have received \$14.4% of their budgeted amount.

COMMITTEE REPORTS

Finance Committee: Ms. McCarville advised that the auditor would like to meet with the committee October 8, 9 or 10th to review the audit. Ms. Melissa Garcia announced that she is resigning her board position effective October 1. She has moved out of the legal service area and taken a new position at work. After discussion, it was decided to hold the meeting with the auditor on October 9 at 3:00 p.m. in the business office conference room. Ms. McCarville will forward them information prior to the meeting.

Personnel Committee: Ms. Clark stated that Ms. Kloc summarized both the Director's Evaluation and the Board Self Evaluation. Only 4 members completed and returned the evaluations. Ms. Clark briefly reviewed the Board Self Evaluation and will discuss the Director's Evaluation with Ms. McCarville separately. She felt that the ratings were higher than last year.

DIRECTOR'S REPORT

Ms. McCarville reported that August and September were good months for the library. She reviewed items that the auditors looked for as were detailed in the Director's

Report. It is Library Card Sign-Up Month and we have coupons to give away. Ms. McCarville noted that Kristine Swanson our Outreach Librarian has resigned. Ms. McCarville will be leading book discussion groups at Butman-Fish going forward. PLOS has partnered with the READ Association's Readers Academy to encourage family literacy. She mentioned the SVSU Community Engagement Conference where she will talk about the partnership November 6. It is hoped that increased funds spent to promote this year's Summer Reading Program helped show a 3% increase. Ms. McCarville reviewed the SRP statistics noting an overall increase at Butman-Fish but numbers at both Hoyt and Wickes were down. She then reviewed the August statistics and spoke about various programs at the branches. A representative from the teen services committee will go to a school board meeting to make them aware of the library's tutoring program at Butman-Fish Library. There was some discussion on providing positive feedback to the school board.

OLD BUSINESS

There was no old business.

NEW BUSINESS

With the resignation of Ms. Garcia, Ms. McCarville will reach out to the school district about the process they want to use to fill the vacancy. She asked if one of the Board members would take over the Treasurer's position. There was no interest. Ms. Schneider Branch indicated she would fill in until a permanent Treasurer is selected. Ms. Garcia indicated she would also stay on until the position has been filled.

There is a Financial Workshop September 25 hosted by Merrill Lynch.

Trustee Manual Chapter 14

Ms. McCarville reviewed Libraries and the Law – Open Meeting Act. Communication of Board and Director meetings must be posted and public, which includes face-to-face meetings, emails to the whole group, etc. Meeting dates must be posted and are noted online as well. We have a FOIA policy and procedure set in place. Our Children's computers are filtered. Ms. McCarville noted Appendix A, United for Libraries for Board members interested in advocacies. The Library of Michigan pays for membership. Any Board member interested in information tips, advice and responsibilities for board members is available. Ms. McCarville will send advocacy information to Board members for next month

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Ralph Martin, Secretary
