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# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board Vice President, Ms. Ann Schneider Branch, called the Public Libraries of Saginaw Board Meeting to order on September 20, 2018, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Melissa Garcia, Ms. Jeanne Lesinski, Mr. Bob Johnson and Mr. Ralph Martin. Ms. Diane Kloc was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight.

## **PRESENTATION OF AGENDA**

The Vice 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 Vice President asked all to review the minutes of the August 16, 2018 meeting.

The Vice President entertained a motion to approve the minutes of the August 16, 2018 Library Board meeting as presented. Mr. Bob Johnson so moved. Ms. Melissa Garcia seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. Speight presented the PLOS checks list dated August 28, 2018 covering checks numbered 78238-78368, written from August 1-24, 2018, highlighting a number of items. There were no questions.

The Vice President entertained a motion to approve the checks list dated August 28, 2018 as presented. Mr. Ralph Martin so moved, with a second by Ms. Melissa Garcia. The motion carried unanimously.

### **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS expenditures through the end of August 2018. Line 235 Substitute Salaries is 20.3% spent, due to staff taking vacations prior to the beginning of the school

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year. Line 512 shows a credit as reimbursement funds for the documentary have been received. Line 721 Law Library is where we expected it to be, and she noted the County pays for the database. Ms. McCarville explained how the self-help computer works. There was some discussion about the law library usage, information, etc. The negative balance on Line 500.1 was questioned. Supplies are ordered for Hoyt. As the branches request them, their supply lines are charged, and the Hoyt line is credited. All other expenditures are where we expect them to be. There were no further questions. Zael's expenditures are in good shape said Ms. McCarville. The salary lines are all 12-14.8% spent which is good. She noted that Line 334 Online Journal Databases is 51.1% spent as these are one-time charges, not monthly installments. She provided an explanation of downloadables, Hoopla, Overdrive and RB Digital, ebooks, audio books, magazines. She noted that Butman-Fish offers classes when you bring in your device. There were no further questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS revenue report. She pointed out that in Line 110 Current Local Taxes, we have received 74.9% of what was budgeted. She mentioned that Line 141 Fax Fees gained \$696.00 this month and she still feels that reducing the fees was a good idea. Ms. McCarville explained that we invoice the County in December for the annual Law Library payment. Zael's revenues were reviewed. Ms. McCarville explained that all lines are where we expected them to be. There were no questions.

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

## **COMMITTEE REPORTS**

Ms. Schneider Branch advised that the Personnel Committee report will be tabled until Ms. Clark arrives. Ms. McCarville spoke about the Finance Committee, stating that the audit is completed and things look good. Dave Youngstrom will meet with the committee to review the audit and all board members are welcome to attend. There was discussion regarding a date to meet with Mr. Youngstrom, and Monday, October 8 was agreed on. Ms. McCarville will contact Mr. Youngstrom to confirm.

## **DIRECTOR'S REPORT**

Ms. McCarville spoke about the Meet the Candidate session she attended. Ms. Clark arrived at 5:27 p.m. Ms. McCarville then spoke about the tutoring programs at Butman-Fish. She noted that they are the pilot branch for this program. She then advised that author Beverly Lewis' program drew a packed house, and pointed out various highlights from the branches. The Wickes Library will celebrate their 35<sup>th</sup> anniversary October 25 at 6:30 p.m. All are invited to attend. She advised that outreach efforts, supplemented by a grant, allowed Kristine Swanson to work with kids at the Juvenile Detention facility. She shared a blog highlighting Ms. Swanson's efforts. Zael's fall book sale will take place October 17-20. There was some discussion on the Hoopla popularity and expanding collection. The monthly statistics were reviewed, as well as the Summer Reading Program statistics. There were no questions.

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## OLD BUSINESS

There was no old business.

## NEW BUSINESS

Summer Reading Program statistics were discussed with the Director's Report.

Ms. Clark spoke on behalf of the Personnel Committee. The Board Self-Evaluation was examined item by item. It was noted that Advocacy is a problem and needs to be addressed in the Strategic Plan as a goal for the upcoming year. She reported that the Director's evaluation is not quite finished and when it is she will meet with Ms. McCarville and bring the results to the Board at the October meeting. Ms. Jeanne Lesinski has agreed to be a member of the Personnel Committee.

Ms. McCarville explained that the Strategic Plan meeting will be held next Friday, September 28 at Wickes Library from 9:00-1:00. Mr. Bob Johnson and Ms. Diane Kloc have agreed to be on the committee, but all board members are welcome to attend.

There was some discussion regarding the Claytor Endowment at the Saginaw Community Foundation. Ms. McCarville explained that the First Ward and Community Foundation will handle this together, as the library is no longer associated with this fund. Ms. Clark asked if there was paperwork in place to take the library out of this and Ms. McCarville said yes, all parties had met and cleared this up.

### **Trustee Manual, Chapter 7**

Chapter 7 covered Advocacy. Ms. McCarville reviewed the chapter and offered how each Board member can advocate for the library. An email was forwarded to each member about an upcoming workshop to assist trustees in knowing their duties and responsibilities as well. Ms. McCarville added that the library needs voices to help raise funds for the renovation at Hoyt Library. Social media is a great way to be a library advocate. There was no further discussion.

The Vice President entertained a motion to adjourn the meeting. Mr. Bob Johnson so moved with a second by Ms. Pam Clark. The motion carried unanimously. The meeting adjourned at 6:07 p.m.

Respectfully submitted,

Ralph Martin, Secretary

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