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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 November 16, 2017, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Tina Gutierrez, Ms. Melissa Garcia, Mr. Bob Johnson and Mr. Ralph Martin. Ms. Pamela Clark 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. There were no additions or corrections requested.

## **PUBLIC COMMENTS**

Mr. Michael Noel voiced his appreciation for the recent film festival. He also asked that the library provide more information on proposals for local elections.

## **APPROVAL OF MINUTES**

The Vice President asked all to review the minutes of the October 5, 2017 meeting.

The Vice President entertained a motion to approve the minutes of the October 5, 2017 Library Board meeting as presented. Ms. Tina Gutierrez so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. Speight presented the PLOS checks list dated November 7, 2017 covering checks numbered 77361-77489, written from October 5 – November 1, 2017, highlighting a number of items.

The Vice President entertained a motion to approve the checks list dated November 7, 2017 as presented. Mr. Ralph Martin so moved, with a second by Ms. Tina Gutierrez. The motion carried unanimously.

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## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS expenditures for October, saying that Salary Lines 200-235 are right on track, 33% of the way through year and 30.6% spent. Lines 250 and 260, Dental and Health Insurance costs are expected to rise next year. She pointed out that we have budgeted \$27,000 for snow removal and are hoping for a mild winter. She noted that Line 274 EAP has been paid for the year. There were no questions. Zael's expenditures are also where we anticipated them to be. Line 320 Adult Books is right on target, but 321 Juvenile Books is low at this point. There were no questions.

## **Revenue Report**

Ms. McCarville advised that the Penal Fines check was received too late to be booked into last year's budget. We received \$222,886.28. She explained that funds are based on population from the census. There were no questions. Zael's revenues are in the same position with respect to revenues. Penal Fines were budgeted at \$125,000 but \$138,991.25 was received. There were no questions.

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

## **COMMITTEE REPORTS**

No committees have met.

## **DIRECTOR'S REPORT**

Ms. McCarville advised that Board Trustee Carol Selby has resigned from the Board after 23 years of service. We are working with the City to fill the vacant position, and the deadline for applications is November 27. Ms. McCarville would like to have the personnel committee review the applications with the director and board chair, and possibly the full board. She then advised that she recently attended the Middle Cities Risk Management meeting, with the main highlight being cyber security and cyber risk. Middle Cities is seeing an increase of attacks on everybody's system, with new threats every day. We have had no serious attacks so far. We are insured against it, but don't want to have a claim. Ms. McCarville spoke about the emergency roof repairs recently completed by Beyer Roofing. She displayed a sample of the composite (plastic) slate that was used and has a 50 year warranty. She advised that WTA Architects are working with the Historical Commission to see if this is a viable item. She also mentioned that there is a Historic Church building in Bay City that has the entire roof done with this product. Beyer Roofing will be at Hoyt again next week to do another emergency repair over the children's storyroom. She also mentioned the chimney which is in worse shape than previously thought. A temporary fix will be made to make it safe for now. Mechanical issues with the chimney itself makes it necessary to keep it. She is hopeful that we will have the Roof study completed by the December meeting. She then reviewed various programs held at the branches, and advised that the new logo design is in progress. A stack of newsletters was given to each Board member to hand out to places they frequent. The Food for Fines program was discussed as well as the new Mobile Printing feature.

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Ms. McCarville noted that statistics on teen programming have gone up from 2016 and we will continue to have new and exciting programs for them. Mr. Martin asked if there will be staff covering duties previously held by Rhonda Butler. Ms. McCarville explained that the schools have been divided up between the branches, and instead of having only one person as the library contact, there will be several. Children's librarians will continue to cover events previously done by Ms. Butler. There was discussion about the library working hard to maintain our relationship with Saginaw Public Schools. A Children's Services meeting November 30 will include plans for the 3<sup>rd</sup> Grade Reading Initiative. Many programs are geared to promote reading and we support and encourage teacher's efforts to promote reading. Our 1<sup>st</sup> Grade Reading Celebrations had 100% cooperation with the schools. She agreed that Board involvement is a good idea and will be a great agenda item for the next retreat. Both Mr. Ralph Martin and Mr. Bob Johnson indicated that they would like Board members to be involved.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Budget Adjustment**

Ms. McCarville advised that we have received payment from the State for the MPSERS Early Retirement Incentive Program, which will have to be sent back to the State. She requested Board approval for the Budget Adjustment, which is just an accounting procedure – off-setting revenue and expenditure, with a net effect of zero.

The Vice President entertained a motion to approve the MPSERS ERIP Budget Adjustment as presented. Ms. Tina Gutierrez so moved with a second by Mr. Bob Johnson. The motion carried unanimously.

Mr. Bob Johnson spoke about attending a civic session with students where he spoke about the library. He would like to start a committee to promote what the library is doing, such as a community outreach committee that would meet monthly or quarterly. The committee could comprise Board and staff from the branches, and meetings could be posted on social media that all are invited to attend. Ms. McCarville advised that five staff members have attended Harwood training for this type of work, promoting the library outside of the buildings. A good start would be to have dialogue with community leaders, set an informal meeting and built it up, and ask for school district ambassadors from each school to be involved.

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Mr. Bob Johnson volunteered to make printed copies of the voter's guide available to library patrons at election time.

Ms. McCarville shared the proclamation 2017 Governor's Excellence Award. We made it to the top three, but did not win the award.

The Vice President entertained a motion to adjourn the meeting. Mr. Ralph Martin so moved with a second by Mr. Bob Johnson. The motion carried unanimously.

The meeting adjourned at 6:07 p.m.

Respectfully submitted,

Ralph Martin, Secretary

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