
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 7, 2017, at 5:01 p.m., at the Ruth Brady Wickes Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Tina Gutierrez, Ms. Melissa Garcia, and Mr. Bob Johnson. Ms. Carol Selby was 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. Ms. Tina Gutierrez requested an addition of Personnel Committee under "Committee Reports."

PUBLIC COMMENTS

Ms. Blanche Clark was pleased to see the Board meet at Wickes. She voiced her concern about the lack of advertising for the recent Summer Reading Program and that t-shirts were not available. She said she had previously addressed the Board about issues at Wickes and did not receive a response from the library, which she found disrespectful. She also questioned why Wickes has had three changes of branch managers and would like to know the reason for that. She asked if there were plans to close the Wickes branch. Ms. Clark mentioned the lack of new books at Wickes and felt that the library's website is not current and does not list the minutes of the board meetings. Ms. Pamela Clark thanked Ms. Blanche Clark for her comments and will be responding to her concerns. Mr. Ralph Martin arrived at 5:04 p.m.

APPROVAL OF MINUTES

The President asked all to review the minutes of the August 3, 2017 meeting.

The President entertained a motion to approve the minutes of the August 3, 2017 Library Board meeting as presented. Ms. Tina Gutierrez 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 September 1, 2017 covering checks numbered 77160-77271, written from August 1- 29, 2017, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated September 1, 2017 as presented. Ms. Tina Gutierrez so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditure for the first month of the new fiscal year. She noted that Line 274 EAP has been paid for the year, and Line 280 Worker's Compensation is 80.3% spent, but Line 334 On-Line Journal Databases is overspent. She said that everything else is in line with what was expected. There was discussion about downloadables, and Ms. McCarville explained that we have switched from Overdrive to RBDigital, and although both are available, we are phasing out Overdrive. There were no questions. She then reported on Zauel's expenses, noting that their expenditures for July are on target. Line 274 EAP has been paid for the year as well. She mentioned that RBDigital has magazines online too. There were no questions.

Revenue Report

Ms. McCarville advised that property taxes are coming in as expected. She said Line 141 Fax Fees brought in 14% of what was budgeted, even though we lowered the fees earlier this year. Everything else is what was expected. Ms. McCarville reported on Zauel's revenues and advised that as it is early in the year, there is not a lot of activity. There were no questions.

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

COMMITTEE REPORTS

Ms. Ann Schneider Branch spoke on behalf of the Building committee, saying that she gave a run-down at the last meeting about what was going on. Ms. McCarville reported that no estimates have come in yet on the sandstone project. Mr. Trombley is out of town, but may be willing to provide a talk at a board meeting on the history of the Hoyt building. Ms. McCarville advised that a few smaller projects are being completed now, and that the maintenance position is only part-time and has not been filled. Ms. McCarville reported that new roof leaks are appearing and we are trying to get proposals on replacing the roof. She would like to wait for WTA Architects to come in with a better solution, adding that part of the problem is the nails that were used have started rusting away and this is causing slate to crumble. She will be contacting 2 other companies about the roof project. Ms. Gutierrez asked if the state preservation office could offer names of companies that are best skilled to replace or work on slate roofs. Making patch repairs to major areas to stabilize the roof condition will have to be made before an entire roof replacement can be done.

Ms. Tina Gutierrez spoke on behalf of the Personnel committee, thanking the Board for 100% participation on the evaluations. She forwarded results of the evaluations to Ms. Clark today. There was discussion on tweaking the language in the self-evaluation. It was decided to have a special meeting to hear a presentation by Mr. Trombley and discuss the board's self-evaluation results for future direction. They would like to have WTA Architect's

and Mr. Trombley's schedules to determine the best date for the board to meet with them. Ms. McCarville get that information and will send a doodle poll for dates, and the meeting will be held at Hoyt Library.

DIRECTOR'S REPORT

Ms. McCarville advised that the Local History and Genealogy department won a State History Award for their Latino American community digitization of photos. Kim White and Stacy McNally will be attending the award ceremony September 22 in Holland, MI. Ms. McCarville will be going as well, and tickets are \$35.00. If anyone is interested in attending, please contact Ms. McCarville. Ms. McCarville met with Saginaw Public Schools for the Partnership Meeting on August 17, where persons from the State, ISD, school staff and partners are working together to assist schools. She reported the library's success with the first grade reading celebrations, and wants to build on this success with third graders. She asked everyone for ideas that can be used to target all children to make reading fun. Ms. McCarville noted that the audit was completed last week. Unfortunately, Mr. Youngstrom will not be available to report at the October or November board meetings, but has offered to meet with the finance committee before then, and have Marissa Ahrens come and present to the Board at the October 5th meeting, which was agreed on. Several dates were discussed and the Finance committee agreed to meet September 27 at 3:00 p.m. with Dave Youngstrom. Ms. McCarville reported on various programs at the branches, especially the Solar Eclipse programs that drew large crowds. September is Library Card Sign-Up Month, we are in the process of working with a company to update our logo, and she then reviewed the monthly statistics and those from the summer reading program. There was discussion regarding the advertising of the summer reading program, and the Saginaw High School lunch book discussion group. Ms. McCarville reported that there are plans to continue the Saginaw High School program after school hours at Wickes. There was also discussion about what percentage of funds should be spent on hard copy books, digital, audio, etc. Ms. McCarville said there were benchmarks we look at, but each library is different. If circulation rises for a certain type, that budget gets increased. Also, patron feedback is taken into consideration as well.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Budget Adjustments

Ms. McCarville requested Board approval to increase the budget and expenditure lines \$8,000 for the LSTA grants that were applied for. Also requested is the transfer of \$36,500 from the Boiler/HVAC project at Butman-Fish. This represents unspent funds appropriated for the project that began last fiscal year, and has extended into this fiscal year. Another adjustment is for Zauel Library. Their Friends group donated \$10,000 and Zauel would like approval to spend those funds on Adult Books and Downloadable Materials.

The President entertained a motion to approve the three Budget Adjustments that were presented. Mr. Ralph Martin so moved, with a second by Ms. Melissa Garcia. The motion was carried unanimously.

The meeting adjourned at 6:01 p.m.

Respectfully submitted,

Ralph Martin, Secretary
