



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on February 20, 2020, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Mr. Bob Johnson, Ms. Diane Kloc and Mr. Ralph Martin. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight. Mr. Eric Palmer from MMLC was also present.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

A patron addressed the Board with a complaint about her dissatisfaction with library procedures and miscommunication relating to her leaving personal belongings at the public computer area while she made personal telephone calls in another area of the building. The Board thanked her for her comments and will work with the Director regarding this matter.

APPROVAL OF MINUTES

The President asked all to review the minutes of the January 16, 2020 meeting.

The President entertained a motion to approve the minutes of the January 16, 2020 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the January PLOS checks list dated January 31, 2020 covering checks numbered 79732-79827, written from January 4-28, 2020, highlighting a number of items. There were no questions.

The President entertained a motion to approve the January checks list dated January 31, 2020 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 January 2020 expenditures. She stated that Line 200 Salaries is 53.5% spent which is right on target. Line 250 Dental Insurance and Line 260 Health Insurance both look good. Line 537 System-Wide Programs is over budget and we are waiting on a reimbursement from Swank Movie Licensing. Ms. McCarville mentioned that LHG is transitioning from Content DM to Biblioboard for the Saginaw Images Collection. As we cannot cancel the contract with Content DM this year, we are running both for a seamless transition. She will do a budget adjustment for this, Line 541. There were no questions. Zauel's expenditures were reviewed. Ms. McCarville noted that everything is on target. Line 401 Telecommunications is 61.2% spent and she will keep an eye on this. Line 509 Computer Equipment is 90.8% spent which covered the last round of orders for computer replacements for Zauel staff and public computers. There were no questions.

Revenue Report

Ms. McCarville stated that PLOS revenues are looking good. Line 110 Current Local Taxes is 85.4% collected. Line 130 Book Fines, Fees, Etc. is at 69.9%, Line 131 Copy Machines is at 75.5% and Line 141 Fax Fees is at 70.9% collected. These are for services we provide, the community values and uses these services. The Zauel Revenue report was reviewed. Ms. McCarville said one half of the contract contribution has been received so far. Everything else looks good there. There were no questions.

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville reported that MLA Legislative Day is April 22 and all are welcome to attend. This full-day event features meetings with legislators (in Lansing). National Library Legislative Day will be held May 4 & 5 in Washington D.C. Ms. McCarville and 4 others will meet at the Georgetown Convention Center. The Bridgeport Library is leaving the VLC. PLOS is one of the 20+ member libraries. In March Midland Library will also leave. Benefits of membership include pooling funds for shared automation system and reciprocal borrowing agreement with member libraries. Ms. McCarville then reviewed some of the programs offered at the 4 branches. The statistics were also reviewed, with increases in the digital circulations as well as program attendance. There were no questions.

OLD BUSINESS

It was agreed to have Ms. McCarville reach out to Scott Schropp at Merrill Lynch to attend the March Board meeting. There was also an agreement to have Trisha Baker apply for the vacant Board position (with the City). Ms. Baker is unavailable to attend meetings until May. Appointment of Mike Thompson to the Board was tabled at the City School Board meeting last night until the March meeting.

NEW BUSINESS

Mr. Eric Palmer, Director of the Mideastern Michigan Library Cooperative introduced himself and spoke about his background. He gave a brief description of what the coop provides.

Mr. Ralph Martin was thanked for his 30 years of service to the City of Saginaw Fire Department. To celebrate his retirement, there will be a reception in his honor on March 5 at 5:00 p.m. at the Bethel AME Church, and all are invited to attend.

The meeting adjourned at 5:54 p.m.

Respectfully submitted,

Ralph Martin, Secretary
