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# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board President, Ms. Ann Schneider Branch, called the Public Libraries of Saginaw Board Meeting to order on June 15, 2023, at 5:11 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Trisha Baker, Ms. Pamela Clark, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, and Mr. Ralph Martin. Ms. Diane Kloc was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

## **PRESENTATION OF AGENDA**

The President asked all attendees to review the agenda. There were no additions or corrections to the agenda.

## **PUBLIC COMMENTS**

Mr. Brandon Beets, Monitor for the Library was present. He relayed a list of his concerns about the Library. They included loitering by patrons who stay all day and do not use any library materials, patrons sleeping on library property at night, patrons sleeping in the library longer than an hour, the escalation of violence, lack of full-time security and lack of communication. Ms. Tina Sangster, Shelving Page at Hoyt also addressed the Board. She voiced her concerns about homeless patrons and those with bad behaviors. Some are lined up when the library opens and stay all day. They bring their meals to eat and they sleep, which is bothersome. She has also seen patrons fighting and is looking for changes to be made. Mr. Daniel Owens, a patron also spoke about violence in the library which he personally witnessed. Mr. Ralph Martin questioned the training provided to Monitors, and there was discussion regarding incident reports. Ms. Sarah Keenan-Lechel asked if they had suggestions to help, and several were given. Ms. Schneider Branch said this warrants more consideration and it is unfortunately a problem for many libraries. Ms. McCarville informed the Board that we have a partnership with SVSU to have social workers here for counseling/therapy, developing some type of help for those in need. They will be more proactive with patrons. Ms. Ann Schneider Branch thanked all for voicing their concerns.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the April 20, 2023 meeting.

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The President entertained a motion to approve the minutes of the April 20, 2023 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

## FINANCIAL MONTHLY REPORTS

### Check Register Report

Ms. McCarville reviewed the April-May, 2023 PLOS checks list, covering checks numbered 82379-82503, and ACH payments numbered 2003-2015. She indicated there were no unusual or exceptional checks. She also pointed out the last page is online payments which will also be shared with the Board. There were no questions.

The President entertained a motion to approve the PLOS April-May 2023 checks list and ACH payments as presented. Ms. Pamela Clark so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

### Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of May 2023, the 11<sup>th</sup> month of the fiscal year. She noted that Salaries are 78% spent and Life Insurance is 54% spent. She also mentioned that there are overages, and budget adjustments have been prepared for those later in the meeting. There was a question regarding Unemployment. Ms. McCarville explained that a staff member's service was terminated, which was unplanned, and was eligible for unemployment benefits. There were no further questions.

Ms. McCarville reviewed the May 2023 Zael expenditures, noting that their expenses are in good shape as well. Salaries are at 66% and benefits are at 25% largely due to a staff member on the family plan who was replaced with a staff member on a single plan. There were no questions.

### Revenue Report

Ms. McCarville reviewed the PLOS May 2023 report, noting there was not much revenue to report. Line 170 Contract From MMLC shows we received \$9,512.84. Overall revenues year-to-date are \$2,913,752.96, 90.1% received. She stated that Investment Interest is doing well and updated each month. There were no questions.

The Zael revenue report for May 2023 was reviewed. Line 170 Contract From MMLC brought in \$5,246.11. Current month revenues are \$6,357.00. There were no questions.

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## COMMITTEE REPORTS

Ms. Pamela Clark spoke on behalf of the Finance Committee who met last week to review the entire budget, line by line. She stated that all questions asked were answered. Much work went into developing the budget and it was appreciated.

## DIRECTOR'S REPORT

Ms. McCarville said that MLA has done a survey of banned books with thoughts and attitudes included. ALA has also put out a list of 13 more challenged books of 2022. The list is included in the packet on the Director's Report, and she asked all to choose one of the books. Ms. McCarville also stated that all parking lots are done and the work is wonderful. The Bookmobile is on the go. DEAR@the Zoo was held yesterday and went well. She will invite Beth Lasky to a meeting for a Bookmobile update. She mentioned that our newsletter for summer is jam-packed with activities, so we are sending out emails each week which are shorter and easier to read. Mr. Martin asked about staff concerns of safety and there was much discussion. Ms. Clark suggested forming a small committee of Board members to look into this further. This will be handled under new business. Ms. McCarville is working with a person to speak with staff on de-escalation possibly in August and a social worker in September. There were no questions.

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

### Budget Adjustments

Ms. McCarville reviewed the budget adjustments for Hoyt, Butman-Fish, Wickes and Zauel Libraries, giving the reasons for the increase and decrease for each item.

The President entertained a motion to approve the Budget Adjustments for Hoyt, Butman-Fish, Wickes and Zauel Libraries as presented. Mr. Ralph Martin so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

### Proposed 2023-2024 Budget

Ms. Pamela Clark moved to approve the Proposed 2023-2024 Budget as presented in the Board packet and reviewed earlier at the Budget Hearing. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

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## **Approval of L-4029 Tax Rate Request**

Ms. McCarville explained that there are no changes to the request, and have not been for the past 9 years. This will be forwarded to all the taxing authorities and City of Saginaw, and authorizes them to collect taxes on the library's behalf.

Ms. Pamela Clark moved to approve the L-4029 Tax Rate Request as presented. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

## **Committee for Safety Review**

It was decided to create a committee of 3 Board members to reach out for concerns with other members for feedback, concerns and input. The committee consists of Mr. Ralph Martin, Ms. Cecelia Hopkins and Ms. Sarah Keenan-Lechel.

The meeting adjourned at 6:27 p.m.

The next meeting is scheduled for August 17, 2023.

Respectfully submitted,

Trisha Baker  
Secretary

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