



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 October 21, 2021, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Kathleen Cunningham, and Ms. Maria McCarville. Ms. Jamie Rivette from Yeo & Yeo was also present.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

There was no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the September 16, 2021 meeting.

The President entertained a motion to approve the minutes of the September 16, 2021 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. Cunningham presented the September, 2021 PLOS checks lists covering checks numbered 81136-81212. She highlighted several checks. Ms. Schneider Branch questioned #81212 to BC Mobile. Ms. McCarville explained our mobile app is Blue Cloud. Ms. Kloc questioned #81201 Rent Expense. Ms. McCarville said it is the annual rent PLOS pays Hoyt for rent and should have been charged against the prior year. A correction will be made. There were no other questions.

The President entertained a motion to approve the PLOS September 2021 checks list as presented. Ms. Diane Kloc so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS September 2021 expenditures, noting that we are in good shape there. Line 510 Printing is 19.4% spent, primarily on the monthly newsletter. Line 531 Employee Mileage is 13.3% spent as we are holding costs down. Ms. Kloc asked about Line 712 Data Processing with half the budget spent. Ms. McCarville explained that it's just how items get billed. Mr. Martin commented on the savings with leaner board meetings. Ms. McCarville then reviewed the Zael Expenditures for September. She noted Line 461 Security Guard Service which is 8% spent, and Line 533 Programs which is 39.3% spent with Make and Take projects. Ms. Schneider Branch asked about Line 274 Employee Assistance Program which is overspent. Ms. McCarville will do a budget adjustment in January. She explained that more staff are using the resource and the cost for the program increased. Line 508 Software is also overspent due to the recent phone upgrade and a budget adjustment will be made. There were no other questions.

Revenue Report

Ms. McCarville reviewed the PLOS September report saying that we received \$657,738.38 in revenues last month. Line 140 Penal Fines came in at \$161,977.43 which is higher than we budgeted. Line 111 Delinquent Taxes is 100% received as people are paying their taxes. It was noted that Butman-Fish Contributions are 286% received due to the death of a long-time Friends member. There were no questions. The Zael revenue report for September shows they received \$263,274.22 in September. Line 140 Penal Fines received \$78,892.76, 92.8% of budget. There were no questions.

COMMITTEE REPORTS

The Finance Committee met earlier in the week to review the recent audit with Yeo & Yeo. They requested the results be discussed under "New Business."

DIRECTOR'S REPORT

Ms. McCarville shared that in-person programming has returned, resulting in more traffic in the libraries. The recent book sale at Butman-Fish netted \$4,420. TV5 interviewed Stephanie Reinhardt at Hoyt on Banned Books Week. Children's staff will present at Zoo Boo and next Thursday at the Spirit's Halloween Give-Away event. She also spoke about the recent Hoyt programs; The Saginaw Murder Club and Haunted Ghost Tours. Both were popular and well attended. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Review of 2020-2021 Audit – Yeo & Yeo

Ms. Jamie Rivette from Yeo & Yeo was present to review the audit. She advised she has 21 years with Yeo & Yeo as a specialist in government entities, and has been involved in the background of the library's audit, performing a high-level review. She was at the Finance Committee meeting earlier in the week, reviewing the financial statements in detail. Ms. Rivette explained that the Public Libraries of Saginaw was given an unmodified opinion, which is the highest rating there is. There are no material modifications needed to be made to the financial statements. In addition to the printed financial statements, she provided a booklet of the Audit Results and reviewed the document page-by-page. Revenues totaled over \$4M, the largest amount is from taxes which is up from last year. Penal Fines are down and State Aid remained the same as last year. There was a slight decrease in contributions, investment interest and USF revenues from last year. Due to Covid, less hours were worked and libraries closed resulting in reduced wages and benefits. Overall revenues have exceeded expenditures.

The President entertained a motion to approve the 2020-2021 Audit as presented. Ms. Diane Kloc so moved with a second by Ms. Pamela Clark. The motion carried unanimously.

Mr. Thompson stated that the City of Saginaw has received \$52M in ARPA funds and the School District has received \$37M, and he would like the director/staff to make a "wish list" to be presented to the City and School Board to ask for a share of the funds for the library. Ms. McCarville indicated that we are not part of the City or School District and is unsure if we would be entitled to part of their awards. We are a district library, not connected to the schools. The library may be getting a \$250,000 grant of ARPA funds for a mobile outreach vehicle, Federal funds from the Library of Michigan. We also received ARPA funds to purchase 100 chrome books to circulate and applied for funds for 100 iPads to circulate in the branches as well. Ms. Baker stated that the school has already planned out what they are spending all of their money on. Ms. Clark added that the school's money comes with tighter constraints on what they can do with the funds. Ms. Schneider Branch requested Mr. Thompson to look into this further, and with the Board's recommendation he could start with the school board chair and Saginaw Mayor Brenda Moore.

Mr. Thompson asked the Board what they think about library hours, wondering if the library needs to be open as long as they are. He would like to see staff suggestions and usage statistics. There was discussion. He asked all to consider this and talk about it again at the next meeting. Ms. Kloc asked for monthly statistics again to figure this out.

The next Board meeting will be held November 18, 2021.

The meeting adjourned at 5:53 p.m.

Respectfully submitted,

Michael Thompson, Secretary
