



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 December 16, 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. Sarah Keenan-Lechel, Mr. Ralph Martin and Mr. Mike Thompson. Ms. Diane Kloc was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Kathleen Cunningham, and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda. Ms. Schneider Branch requested Ms. Keenan-Lechel introduce herself to the Board under New Business.

PUBLIC COMMENTS

There was no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the November 18, 2021 meeting.

The President entertained a motion to approve the minutes of the November 18, 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 reviewed the November 30, 2021 PLOS checks list covering checks numbered 81267-81343. She highlighted several checks. Mr. Martin asked if the emergency lights have been changed to LED. Ms. McCarville said at Wickes, yes. At Hoyt half have been changed to LED and next year all will be LED. Ms. Schneider Branch questioned #81273 to Beyer Roofing asking if the leaks were the from the skylights. Ms. McCarville said it was windows only. Check #81279 to F. P. Horak covered the printing and postage of the monthly newsletter. There were no other questions.

The President entertained a motion to approve the PLOS November 2021 checks list 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 November 2021 expenditures, noting that we are where we expected to be. Line 400 Heat & Utilities were \$3,961.63 and is 47.7% of budgeted amount, a little higher than expected. Line 433 Snow Removal for the current month is zero, with only one bill in December. Ms. Clark asked if Line 274 Employee Assistance Program was a monthly fee. Ms. McCarville said it was an annual expense based on the number of employees. EAP also offers workshops and training, and staff can go 4-6 times per year at no expense to them. Ms. Schneider Branch questioned Line 400 being higher than expected. Ms. McCarville answered that utility costs with Consumers Energy have increased. Ms. Baker asked about Line 280 Workers' Compensation. Ms. McCarville explained that we go through Accident Fund. We have had no injuries for several years. We require Certificates of Insurance from vendors here and have received a refund for having all of these on file. We pay a flat rate, and are not a high-risk employer. Ms. Baker questioned Line 334 On-Line Journal Databases' renewal period. Ms. McCarville said they renew in September and it is an annual fee. Ms. Schneider Branch questioned Line 532 Summer Reading Club and the negative numbers. Ms. McCarville said the Zael Friends made a large donation for downloadables and MMLC gave a Technology Grant we put in the account as well. Ms. Keenan-Lechel asked what the downloadables are, and Ms. McCarville explained it was Kanopy, Hoopla and Overdrive. Ms. Schneider Branch questioned the difference between Line 560 and 561. Ms. McCarville explained Line 560 is rent we pay for Hoyt. After the audit was closed, it was found that Hoyt rent was not paid for last year. There will be two annual payments this year. Line 561 covers expenditures. Reimbursement from the Cooperative for the 2nd State Aid payment was not paid in a timely manner, so we did not pay last year. This year we will pay twice. It is difficult when funds are received after the audit, and it causes issues. There were no other questions.

Ms. McCarville reviewed the November Zael expenditures, noting that everything is in line here. Line 240 Retirement is at 29.1%. She added that Kari Jaure at Zael will retire after 32 years of service. Line 461 Security Guard Service is 29.6% spent, as the guard works only after school is out, until close. Ms. Baker questioned Line 508 Software being overspent. Ms. McCarville said it will require a budget adjustment that will be done in January.

Revenue Report

Ms. McCarville reviewed the PLOS November report saying that Line 110 Current Local Taxes received \$45,723.49 in November and is 100.1% received. She also pointed out Line 141 Fax Fees has collected \$457.70 and is 58.6% received. There were no questions. The Zael revenue report for November shows they are right on target.

Zauel received \$1,156.01 in November. Line 141 Fax Fees added \$119.65 and is at 35.2% received. There were no questions.

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville reported an update on the LSTA ARPA Mobile Vehicle Grant Update. A 2022 Ford Transit has been secured. We are working on the purchase, customization, and are on target to take possession by the end of summer to meet the deadline for the grant. She pointed out the various points of interest from the shared schematic, including the room for built-in shelving and carts that can be wheeled out under the attached awning, large video monitor, sound system, and Wi-Fi router all while staying in the \$250,000 budget. There was much discussion regarding the project. Ms. McCarville stated the vehicle is covered under our insurance and will not raise insurance costs. She then shared other events happening at the various branches, including the 100 Chromebooks available for checkout. The Chromebooks are available at all branches complete with a cord and case. There was discussion regarding loss and damage of these items. We are also waiting to hear about another grant to purchase 100 iPads to circulate as well. Ms. McCarville spoke about the LENA program targeting very young children birth-18 months. We will be working with the ISD and Birth-5 on this effort. The goal is to increase interaction between parents/caregivers and the child. There will be weekly sessions between staff and families. More information will be made available at the January meeting. She then reviewed the statistics noting that computer use is up as well as the wireless users with expanded WiFi at Zael. Circulation is up as are visitors. She also noted that Kanopy (database) has been bought out by Overdrive.

OLD BUSINESS

Library Hours

This topic was discussed at the last meeting. Mr. Thompson has concerns about weekday usage at the branches and asked the Board to consider if the libraries need to be open all the hours they are. He requested this be on the agenda again for the January meeting. There was discussion about changes in patronage due to the pandemic. Ms. McCarville explained that we have to cut a lot of hours to lose staff, also mentioning that there is work done in mornings to perform before the public comes in. There was continued discussion.

Library of Things

Mr. Thompson stated that a Councilman wants to see details and examples for the requested funds. Ms. McCarville explained that we have started the game collection already, and the Chromebooks fit in there too. She will get more examples to Mr. Thompson. Ms. McCarville thanked Mr. Thompson for representing the library in this.

NEW BUSINESS

New Board Member, Sarah Keenan-Lechel

Ms. Keenan-Lechel introduced herself and spoke about her background, profession and personal life. She was warmly welcomed by and to the Board.

Ms. McCarville added that we are still a year out from looking forward to a millage campaign in 2024. Our current millage was approved for 10 years overwhelmingly. Next month there will be a quarterly update on the strategic plan.

Mr. Martin attended the recent PLOS staff holiday party and thanked the library for a nice event.

Ms. Schneider Branch asked all Board members to remember to support your library.

The meeting was adjourned at 6:12 p.m.

The next meeting will be held January 20, 2022.

Respectfully submitted,

Michael Thompson, Secretary
