



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 16, 2022, at 5:17 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, Ms. Diane Kloc and Mr. Ralph Martin. Mr. Mike Thompson 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. No additions were requested.

PUBLIC COMMENTS

There were no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the May 19, 2022 meeting.

The President entertained a motion to approve the minutes of the May 19, 2022 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 May 2022 PLOS checks list, covering checks numbered 81677-81753. She highlighted several checks. Ms. Sarah Keenan-Lechel questioned check #81710 funds for Teachout Security. Ms. McCarville explained that Zauel still employs a security guard from them. This check was due to a lag in timely billing. There were no further questions.

The President entertained a motion to approve the PLOS May 2022 checks list as presented. Ms. Sarah Keenan-Lechel so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS May 2022 expenditures, noting that total expenditures are at 83.8% spent through 11 months. Salaries comprise 87.3% and Medical is at 72% of their budgeted amounts. She stated that there was nothing out of the ordinary to report for May. There were no questions.

Ms. McCarville reviewed the May 2022 Zael expenditures, noting that they are on target for salaries and benefits here. She pointed out that Line 461 Security Guard Service for May was \$867.00. The guard only works during the school year, so there will only be one additional invoice in June until the fall. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS May report. Line 110 Current Local Taxes received \$22,475.00, just over what was budgeted. Line 173 Law Library Income received \$21,673.00, so we are on target with revenues as well. Ms. Diane Kloc asked about Penal Fines. Ms. McCarville said an adjustment is needed as the County pays it after June 30, and it gets booked back to June. Auditor adjustments are also made for Saginaw Township contractual expense if received late. Ms. Schneider Branch asked if we receive Pribil disbursements each year. Ms. McCarville will investigate to see if we request the funds or they disburse automatically. There were no other questions. The Zael revenue report for May was reviewed. Current month revenues total \$1,161.83, with the largest portion being Concessions. Ms. Kloc asked about their Friends' donations. Ms. McCarville said those funds are designated for Hoopla. There were no other questions.

COMMITTEE REPORTS

The Finance Committee met earlier in the week. Their report follows under New Business. There was discussion regarding interviewing candidates for the Board position. This topic is tabled until the next meeting.

DIRECTOR'S REPORT

Ms. McCarville stated that May was a good month for the library, and showed the award from the Arts Fun Night. Twelve organizations were nominated, and PLOS won! She feels this boosted the morale of staff doing programs, having events, and make-and-take crafts, while trying to adapt to changes with Covid. It was a great honor to be recognized and Ms. McCarville will plan to do something at each branch to celebrate. She then advised that she met with Bob Johnson and Teresa Stitt about First Ward. They had a good conversation and plan to work together with local authors to hold an event at First Ward, if approved by their Board. Ms. McCarville explained that we will be getting a bookmobile and First Ward will be a regular stop. No library will open up in the Claytor space, but service will be provided by the bookmobile. She also announced the library received notice they will be receiving a \$20,000 Covid Relief

Grant. This nationwide grant was received by 77 organizations, and we will direct the funds toward the Library of Things for game collections at all branches, musical instruments and tools. She estimates this will begin in July. Ms. McCarville then highlighted various events happening at the branches, including the Summer Reading Program. There was some discussion regarding the musical instruments.

OLD BUSINESS

Meeting Date Revision.

There was discussion about running meetings at a different schedule. A proposed meeting date schedule was provided, suggesting holding meeting dates bi-monthly instead of every month, noting that if necessary additional meetings can be scheduled as well. There was also talk about varying the locations of the meetings. After discussion, it was decided to amend the by-laws, Article V, Section 4 to read, "A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported at its *next regularly scheduled* meeting." It was decided to add the meeting date revision and the by-laws amendment to the next meeting agenda for a final vote.

NEW BUSINESS

Budget Adjustments

Ms. McCarville stated that she brings all adjustments to the Board for full transparency, even the smaller amounts. Although there were no alarming changes she reviewed each of the line items for each branch that were over-spent and those with remaining balances that will be transferred to bring all lines within budget.

The President motioned to approve the Budget Adjustments for PLOS as presented. Mr. Ralph Martin supported the motion. The motion carried unanimously.

Proposed 2022-2023 PLOS Budget

President Ms. Ann Schneider Branch stated that the proposed 2022-2023 PLOS Budget had been reviewed in detail by the Finance Committee earlier this week, and again this evening at the Public Budget Hearing.

Ms. Pamela Clark motioned to approve the proposed 2022-2023 PLOS Budget as presented at the Budget Hearing. Ms. Diane Kloc seconded the motion. There was no further discussion. The motion carried unanimously.

Ms. Pamela Clark motioned to transfer \$3 million from the Public Libraries of Saginaw's cash reserve fund, over to the Hoyt Trust, for the purpose of discharging the mortgage payable that is held with Huntington Bank. Mr. Ralph Martin seconded the motion. There was no discussion. The motion carried unanimously.

Ms. Pamela Clark motioned to approve an annual \$350,000 rent payment to the Hoyt Trust, in addition to the monthly cost transfer, and to ensure that amount be paid for a ten-year period of time. Ms. Trisha Baker seconded the motion. There was no discussion. The motion carried unanimously.

July Meeting

Ms. McCarville advised that the Board traditionally does not meet in the month of July due to vacations.

Ms. Diane Kloc motioned to cancel the scheduled July 2022 Board meeting. Ms. Sarah Keenan-Lechel seconded the motion, unless absolutely necessary. There was no discussion. The motion carried unanimously.

The meeting adjourned at 5:53 p.m.

The next meeting is scheduled for August 18, 2022.

Respectfully submitted,

Michael Thompson, Secretary
