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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 November 18, 2021, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Ms. Trisha Baker and Ms. Sarah Keenan-Lechel were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Kathleen Cunningham, and Ms. Maria McCarville. Also present were Ms. Maureen Beckrow, Mr. Michael Ross and Ms. Michelle Zimostrad.

## **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 October 21, 2021 meeting.

The President entertained a motion to approve the minutes of the October 21, 2021 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. Cunningham reviewed the October 29, 2021 PLOS checks lists covering checks numbered 81213-81266. She highlighted several checks. Ms. Schneider Branch questioned #81257 to the City of Saginaw. Ms. McCarville explained it was charges for water. There were no other questions.

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The President entertained a motion to approve the PLOS October 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 October 2021 expenditures, noting that we are in good shape there. Line 321 Books-Juvenile is 57% spent. Everything else is in line with what was budgeted. Salaries are 33.32% and Benefits are at 31.8% of budgeted amounts. Ms. Kloc questioned Line 464 Copy Machines at 84.3% spent. Ms. McCarville said a copy machine had to be replaced, and a budget adjustment will be done in January to increase the account. Also questioned was Line 508 Software at 72.9% spent. Ms. McCarville advised that spending comes at different times of the year. Ms. Schneider Branch questioned Line 532 Summer Reading Club with a credit balance. Ms. McCarville said we received reimbursement LSTA Grant funds which caused the negative amount. Mr. Ralph Martin questioned Line 561 Contractual Expense – Cooperative. Ms. McCarville explained that we received reimbursement for 2 grants from MMLC that came in after the books were closed for last year. There were no other questions. Ms. McCarville then reviewed the Zauel Expenditures for October, saying spending is in line with where we expected it to be. She noted Line 500 Stationery and Supplies is 27% spent. Salaries are 32.14% of their budgeted amounts. Ms. Schneider Branch questioned Line 570 Auditing Expense at 135.5% spent. Ms. McCarville said that the early budget has caused increased costs. This year Zauel budget is due to the Township in November 2021 for the year that begins next July 1, 2022, and that accounts for the differences. There were no other questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS October report saying that we received \$33,577.03 in revenues last month. Ms. Schneider Branch asked about Line 121 Pribil Trust Disbursement showing a credit balance. Ms. McCarville explained that an error was made to the revenue account which should have been charged to expenditures. The error will be corrected next month. There were no further questions. The Zauel revenue report for October shows a total of \$1,217.81 received. Line 130 Fines and Fees is at 12.5% received, a decrease since we have gone fine free. Zauel's revenues are on target where they should be at this time. There were no questions.

## **COMMITTEE REPORTS**

No committees have met.

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## **DIRECTOR'S REPORT**

Ms. McCarville shared that on December 3<sup>rd</sup> we will recreate an historic photo for the 2021 rebuild. Construction workers will be here for a professional photoshoot as this is a wrap up of a major project, and Board members are asked to attend as well. There will be a Holiday Party December 4<sup>th</sup> at Hoyt after hours, from 5:00-7:00. Ms. McCarville added that we have met with Brian Thomas from the Writing Center and plan to continue our partnership with them at Butman-Fish. Ms. McCarville spoke about the 17,000+ emailed newsletters, and our efforts to eliminate sending paper copies to save on postage. She also advised that our "Murder Club" presentation received good feedback and will be presented again. She then reviewed programs currently being held at all branches. Ms. McCarville reviewed the statistics and advised they will be included every month. She noted the large increase in percentages of wireless users due to the extended wide area wireless availability at Zauel. Program attendance is up for 2020, but previous numbers were down due to covid. Circulation is down at bit, and Hoopla usage has increased. Ms. Clark suggested a footnote be included on the form for times when the library was closed. Mr. Thompson left the meeting at 5:23.

Ms. McCarville read the award letter for the LSTA grant in the amount of \$249,000 we received for the book vehicle. She is working on a press release to announce this. Out of 20 grants given, ours was the highest amount! She is working on developing policies and procedures on how this will proceed. There was discussion on being able to procure the vehicle within the grant's time frame, and Ms. McCarville said it will be available on time. We received a new ARPA grant for \$40,000 and have purchased 100 chrome books which will circulate for 3 weeks and renew for an additional 3 weeks. We are trying to purchase 100 iPads from another ARPA grant but haven't received the funds for that yet. There were no questions.

## **OLD BUSINESS**

### **Library Hours**

Mr. Thompson has suggested this item be brought forward from the October meeting. As he was unavailable to discuss this, Ms. McCarville explained that we reduced library hours at Butman-Fish to 11:00-7:00 which is working out well. She has looked at the usage pattern at Hoyt and found no savings (eliminating positions) can be made, which wouldn't make a difference financially.

### **Library of Things**

Mr. Thompson requested this item be brought forward from the October meeting, however he had left the meeting earlier to attend another meeting elsewhere on behalf of the library.

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## **NEW BUSINESS**

### **Children's Staff**

Ms. Maureen Beckrow from Butman-Fish, Mr. Michael Ross from Zauel and Ms. Michelle Zimostrad from Hoyt spoke about their branch partnerships with local schools. Ms. Beckrow said storytimes are provided in the library and/or at schools. Kindergarten students are provided with a library card if requested. This year B-F provided 91 cards. Reading celebrations, puppet shows and more are provided to 15 schools in Saginaw, counting the township and city. Database classes were provided to parents and 2<sup>nd</sup> grade students, and 8<sup>th</sup> graders with school projects are guided on how to access the databases as well. Teachers are able to request collections for a subject they are working on. This year the park district and YMCA were sites that were included in their efforts. Maureen would like to re-engage the free tutoring, providing one hour individual time for 20 kids/night as they did prior to covid. Parents and teachers both send students to the library. She is starting a Fearless mentor program to enlist youths from the community who will establish relationships with kids to be mentors in the community. She is looking for a small group to offer life skills to come from a peer, not a librarian. She is trying to get into the schools during professional development to have 10 minutes to show what the library can do for them by reaching every teacher at the same time.

Ms. Zimostrad told that 25 5-year-olds came into Hoyt yesterday and were provided a tour. Houghton Jones came in with their after school program. In a normal year she visits 18 classes a month, but due to covid that is not happening right now. She hopes it will return to normal in January. She expects to reach 500 children a month with visits. Michelle would like her department to have access to more computers and iPads. She is starting Leap Into Science, a program linking science and literacy together.

Mr. Ross, branch head at Zauel, spoke about Zauel's existing partnership with the school librarian for Heritage and White Pine schools. He provided a booth at a school event showing electronics crafts and giving out free books. Summer students from White Pine Middle School came to Zauel, 60 at a time, and were introduced to graphic novels and enjoyed developmental programming. He has attended Heritage High School's job fair promoting librarianship, doing library card sign-ups and speaking about volunteer opportunities. He believes we are making inroads working with the township schools. He mentioned that the schools have access to Overdrive thru their Sora platform by using their school identification and no library card. He would like to see stronger STEM programming, teach robotics classes, offer computer coding for all ages, and develop stronger digital literacy and promote 3D printing.

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## **Dangerous Weapons in the Library**

A copy of the current library policy, previously adopted by the Board was provided to each person present. An attorney had reviewed our policy prior to Board approval. Ms. McCarville mentioned that one of our branch heads has requested permission to carry a weapon as they have a concealed permit. Our policy prohibits this. There was discussion about safety, being armed or not armed. We have security guards in all buildings. It is not recommended to allow employees to carry weapons. There has been no specific incident, and that branch head was not available to attend the meeting today, however Ms. McCarville brought this to the attention of the Board for their consideration. There was some discussion. Ms. McCarville stated that it is legal for patrons to open carry in the library. We cannot forbid them from entering, but if they are making other patrons or staff uncomfortable, we call the police. After much discussion it was decided to keep the current policy.

Ms. McCarville mentioned that she has met with new Board member Sarah Keenan-Lechel, who was ill and could not attend the meeting tonight, for an orientation. Board members are eager to meet Ms. Keenan-Lechel next month.

There was discussion on holding or canceling the December 16<sup>th</sup> meeting. Ms. Kloc will be out of town during that time. It was decided to wait until a later date to make sure there can be a quorum.

The next Board meeting will be held December 16, 2021.

The meeting adjourned at 6:17 p.m.

Respectfully submitted,

Michael Thompson, Secretary

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