
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Vice President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on August 4, 2016, at 5:00 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, Mr. Ralph Martin, and Ms. Carol Selby. Mr. Neville Britto was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Neica Dey, Ms. Maria McCarville and Ms. Patricia Speight.

PRESENTATION OF AGENDA

The Vice President asked all present to review the agenda. Ms. Gutierrez requested that "Personnel Committee" be added to the agenda. No corrections or further additions were requested.

PUBLIC COMMENTS

Ms. Blanche Clark had questions about the lack of t-shirts for the Summer Reading Program and questions about our Wickes Branch – lack of programming and empty shelving. She also asked how to apply to be on the library board. The Vice President asked Ms. McCarville to investigate the Wickes programming and book issue. She also advised that as vacancies arise on the library board, an advertisement is run in the Saginaw News. Ms. McCarville then said the vacancy would be posted in the library and on social media. Ms. McCarville advised Ms. Clark that the decision to offer prizes other than t-shirts came from feedback from staff and the public. Our Adult Services committee made the decision on prizes for adults. She stated that Wickes has been weeding their book collection, but their book budget has not changed from last year. Mr. Michael Noel asked about the continuing construction around Hoyt. It was estimated that construction will be completed by mid-September.

APPROVAL OF MINUTES

The Vice President asked all to review the minutes of the June 2, 2016 meeting.

The Vice President entertained a motion to approve the minutes of the June 2, 2016 Library Board meeting as presented. Ms. Tina Gutierrez so moved, with a second by Mr. Ralph Martin. There was no discussion. The motion was carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated July 28, 2016 covering checks numbered 75812-76071, written from May 26-July 28, 2016, highlighting a number of items. There was some discussion. Mr. Martin asked if there were significant cost savings from ordering the duffel bags versus the t-shirts. Ms. McCarville will bring the comparison to the September meeting, as well and Summer Reading Program statistics.

The Vice President entertained a motion to approve the checks list dated July 28, 2016 as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. The motion was carried unanimously.

Consolidated Expense Report

Ms. Dey reviewed the preliminary PLOS report reflecting quarterly activity through June 2016, noting that the accrued payroll and investments have not been included. She advised that we are down \$216,000 compared to 2014/15 with a large amount being the reduction in salaries and benefits with the reduction in staffing. Also mentioned was the mild winters that have helped keep the cost of heat and utilities and snow removal down. Line 719 Delinquent Tax Adjustments are considerably less than budgeted in chargebacks for foreclosed properties. She noted that we are still dipping into FundBalance around \$69,000, but getting closer to balancing the budget. There were no questions. The Zael report was reviewed. Ms. Dey pointed out that they are down \$55,000 compared to 2014/15 in wages and benefit reductions. Ms. Gutierrez asked if we are close to stabilizing the number of staff now. Ms. McCarville feels that things have leveled off and no further cuts are anticipated at this time but she cannot be 100% certain. There were no further questions.

Revenue Report

Ms. Dey stated that we are down \$19,000 compared to revenues last year. Line 140 Penal Fines came in substantially less that last year. She noted that it is difficult to predict what we will receive from those collections. There were no questions. She then reviewed the Zael Revenue Report stating that they have \$895,556.29. They are down \$66,000 compared to last year with a good portion being in Penal Fines. Their contract contribution, based on expenditures is down. There were no questions.

The Vice President recommended that the monthly reports be received and filed.

COMMITTEE REPORTS

Ms. Gutierrez spoke on behalf of the Personnel Committee about the Board Self-Evaluations and the Director's Evaluation. The compiled results were distributed to each board member. She noted that unfortunately only 5 of 7 board members responded, and everyone needs to contribute to these evaluations. She reviewed the results of the Self-Evaluation and after much

discussion it was decided to re-focus on 3 major items that they want to see happen, then evaluate to see if the goals have been met. She asked the board members to think about this and explore objectives at the board retreat. If you have recommendations, please let Ms. Gutierrez know. She then stated that she reviewed the Director's Evaluations with Ms. McCarville after her first year at PLOS, and noted the thoughtful comments. Ms. McCarville thanked the board for their feedback and feels that she knows where to go based on the board's perspective.

DIRECTOR'S REPORT

Ms. McCarville advised that she is on the QSAC committee, and PLOS is working on the checklist of benchmarks for the Enhanced Level. She has also been appointed to the Mental Illness in Libraries committee and is accepted to Leadership Saginaw as well. She reviewed several programs at our branches and advised that we are going forward with moving the children's department at Hoyt to the main floor. Technical Services will move downstairs. This move will be financed with funds remaining from the original renovation. Also mentioned was a \$10,000 donation to Zauel Library from their Friends group. The Self-Check machine at Hoyt is no longer working and due to lack of usage, it will not be repaired. Mr. Martin asked if we have hired a Facilities Manager, and Ms. McCarville said no. She is re-reviewing the ad and wants to make sure we get the right person for the job. Financial reports for Jazz on Jefferson were requested. They will be available at the September meeting. There were no further questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Election of Officers

As required in the By-Laws, officers shall be elected for a term of two years at the August meeting. The vote for the current slate of officers was August 2014, electing Mr. Neville Britto, President; Ms. Pamela Clark, Vice President; Ms. Ann Schneider Branch, Treasurer; and Mr. Ralph Martin, Secretary. The Vice President asked for nominations from the floor for officers. There were none.

The Vice President entertained a motion to keep the same slate of officers for another two-year term. Ms. Tina Gutierrez so moved with a second by Ms. Carol Selby. The motion was carried unanimously.

Middle Cities Trustee - Resolution

Ms. Neica Dey stated that traditionally the Human Resources Manager has been the liaison with Middle Cities Trust, to oversee general liabilities, library board insurances, etc., and they serve on a voting board. As she is retiring, we are asking that Ms. McCarville serve as trustee, and when a new facilities manager is hired, that person will be the alternate.

The Vice President entertained a motion to appoint Ms. Maria McCarville as the library's Trustee and Risk Management Coordinator to the Middle Cities Risk Management Trust, and when a Facilities Manager is hired, that person will be named as the alternate Trustee. Ms. Ann Schneider Branch so moved with a second by Mr. Ralph Martin. There were no questions. The motion was carried unanimously.

14.06 Investment Policy

Ms. McCarville, Ms. Patricia Speight, Mr. Scott Schropp and the Finance Committee met to discuss the draft investment policy. Mr. Schropp advised that with the draft policy we are headed in the right direction. He is reviewing the entire policy and will make further suggestions as necessary. This will be on the agenda for the board retreat and then finalized and voted on at the following board meeting. If you have suggestions, please contact Ms. Clark or Ms. McCarville before the retreat.

The Board Retreat is scheduled for Saturday, September 24, 2016.

The next Board meeting will be held September 1, 2016.

The meeting was adjourned at 6:08 p.m.

Respectfully submitted,

Ralph Martin, Secretary
