
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on December 21, 2017, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc and Mr. Ralph Martin. Ms. Melissa Garcia, Ms. Tina Gutierrez and Mr. Bob Johnson were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

There were no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the November 16, 2017 meeting.

The President entertained a motion to approve the minutes of the November 16, 2017 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated December 14, 2017 covering checks numbered 77490-77585, written from November 16 – December 1, 2017, highlighting a number of items.

The President entertained a motion to approve the checks list dated December 14, 2017 as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures for November, saying that expenditures were right on target. Line 260 Health Insurance is 48.5% spent. We were advised by Saginaw Bay Underwriters that we may incur double digit increases for next year. Ms. McCarville pointed out that salaries equal approximately 17.31% of the budget, and medical insurances 2.59% of the budget. There were no questions. Zauel's expenditures are also where we anticipated them to be. Line 331 Periodicals – Juvenile is 99.7% spent. There were no questions.

Revenue Report

Ms. McCarville advised that Line 110.2 PPT Reimbursement was budgeted at \$100,000. In November we received \$221,581.47. The Penal Fines check came in after the end of the year deadline and this month a re-calculation was done and additional funds have been received. There were no questions. Zauel's revenues were reviewed. Line 197 Contract Contribution is split into four payments of \$175,000. These funds pay back PLOS for expenditures. Other revenues are right on target as well. There were no questions.

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

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville provided copies of the January newsletter for distribution to the public, information on the annual campaign for the Foundation, Friends of the Library applications, etc. She also provided a copy of a grant to Save America's Treasures, for extensive work that needs to be done on the Hoyt building, for Board members to complete. She is planning a Building Committee meeting January 4 at 5:00 p.m. with WTA Architects for an explanation of the extensive work needed to be done on the roof. The roof study has not been completed yet, but emergency repairs are necessary. All Board members are encouraged to attend. Ms. Ann Schneider Branch will contact Tom Trombley to meet with us also. Ms. McCarville indicated that we could be looking at 6-10 million dollars for repairs, as the damage is more extensive than originally thought. Ms. McCarville then advised that 313 library card holders 17 years of age and under have late fines and the cards cannot be used until the fines have been paid. She will make a one-time forgiveness so cards can be re-activated and they can check out books. She then advised that lighting in the Hoyt building will be all LED's by the end of the year and we hope to see significant savings on the energy bill and rebate savings from Consumers. She then pointed out various programs at the branches. A review of the statistics showed that RB Digital circulation is not as high as anticipated. Patrons prefer Overdrive over RB Digital. She is hopeful that a lower platform cost can be negotiated with Overdrive. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Budget Adjustment

An approval for the MPSERS UAAL Rate Stabilization Amount Budget Adjustment was requested. These are funds received from and payable back to the State of Michigan, and the adjustment is done for auditing/accounting procedures. The net effect to the budget and balance sheet is zero.

The President entertained a motion to approve the MPSERS UAAL Budget Adjustment as presented. Mr. Ralph Martin so moved with a second by Ms. Ann Schneider Branch. The motion carried unanimously.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Ralph Martin, Secretary
