



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Vice President, Mr. Ralph Martin, called the Public Libraries of Saginaw Board Meeting to order on February 15, 2024, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pamela Clark, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc, and Mr. Ralph Martin. Ms. Ann Schneider Branch and Ms. Cecelia Hopkins were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville. Mr. Jack Kidwell and Mr. Dane Senkowski from Tri-Star Trust were also present.

PRESENTATION OF AGENDA

The Vice President asked all attendees to review the agenda.

Ms. Keenan-Lechel requested the addition of "Millage Committee" be added to New Business.

PUBLIC COMMENTS

No public were present.

APPROVAL OF MINUTES

The Vice President asked all to review the minutes of the December 21, 2023 meeting.

The Vice President entertained a motion to approve the minutes of the December 21, 2023 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the December 2023-January 2024 PLOS checks list, covering checks numbered 82838-82943. She highlighted check #82881 to Shields Fire Protection for \$740.60 for the annual inspection, and #82908 to Collaborative Summer Library for Summer Reading Program supplies for \$320.77. Ms. Kloc questioned #82872 to Maria McCarville for \$1,083.44 for reimbursement. Ms. McCarville explained

it was for the cost of refreshments for the staff Holiday party. The PLOS credit card was not manually verified, and therefore not accepted. She used her personal card for payment, and was issued reimbursement. There were no further questions.

Ms. McCarville then reviewed the Online Payment Register for December 2023-January 2024, covering checks numbered 2074-2093. She highlighted check #2075 to Baker & Taylor for \$10,043.84 for Books. There were no questions.

The Vice President entertained a motion to approve the PLOS December 2023-January 2024 checks and December 2023-January 2024 online payments as presented. Ms. Pamela Clark so moved and Ms. Diane Kloc seconded the motion. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of January 2024. Current month expenditures were \$164,637.61, with 42.5% of the budgeted amount being spent. Ms. Clark voiced concern why after 7 months only 42.5% is spent. Ms. McCarville will check to make sure. There were no other questions.

Ms. McCarville reviewed the January 2024 Zael expenditures, advising that their expenditures are right on target. Current month expenditures totaled \$45,851.31, and 44.4% of their budgeted amount has been spent. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS January 2024 report, stating that revenues are looking good. Line 110 Current Local Taxes is at 103% received. Everything else is where we expect them to be. There were no questions.

The Zael revenue report for January 2024 was reviewed. Ms. McCarville advised Zael is also in good shape. Line 130 Book Fines, Fees, Etc. collected \$114.82. She reminded everyone we not charge overdue fines, but do charge for damage or lost items. Saginaw Township advised their contract contribution wants to use their FundBalance money to pay it down. There were no questions.

COMMITTEE REPORTS

Ms. Keenan-Lechel advised that a Millage Committee has been formed and asked Ms. McCarville if any staff would be interested in joining. There will be a preliminary meeting next Wednesday. She mentioned that the Friends will contribute \$10,000. There was some discussion regarding yard signs/metal frames to promote the millage. Ms. Kloc advised she has done 3 presentations in Saginaw to promote the library. The Friends will promote the millage during their book sales. There was discussion about including fun facts about the library, statistics from the previous 10 years, etc. on mailings. Everyone provided personal contact information for the committee.

Ms. Keenan-Lechel asked for a Safety Committee Update. She specifically asked for an update on the recent incident at Butman-Fish that included a young man pulling out a

knife a on a staff member. Ms. McCarville explained that the police were called, the young man remains in custody and has a court date coming up. Staff handled the situation properly. We now have MWN uniformed security there Monday-Thursdays, and a Library Monitor Friday-Saturdays. When the Library Monitor moves on, we will have MWN every day. There was also discussion on various other incident reports that had been forwarded to the Safety Committee as they occurred. Ms. McCarville said we are working to get additional motion sensors installed at Hoyt. Mr. Martin advised that he has spoken with Police Chief Ruth to have them beef-up routine walking through the library especially at closing time.

Director's Report

Ms. McCarville advised that there was a county-wide Homeless Count in January. WNEM TV interviewed a frequent person at Hoyt and featured him on the local news. A family member saw the broadcast and came to claim their relative to live with them. It was a happy outcome. Ms. McCarville then mentioned that the Zael budget is done with no big increases, and they will move forward to get new carpet there. She also advised that our Overdrive reciprocal agreement with other libraries is receiving positive feedback. The Service Employees International Union contract expires this year and they are starting negotiations. She then reviewed various programs at the branches. There were no questions

OLD BUSINESS

There was no old business.

NEW BUSINESS

Tri-Star Trust Updates

Mr. Jack Kidwell, representing Tri-Star Trust spoke about their new CEO, and the retirement of the previous CEO, as investment police dictates notification is necessary when major personnel changes have been made. Mr. Kidwell also named changes in the investment team and investment management, noting that the strategic group remains the same. Tri-Star Trust continues to do well with over 1,800 different relationships. He then introduced Mr. Dane Senkowski, Portfolio Manager, who advised that our relationship with Tri-Star started in 2020 with a small return. The return increased again in 2021, but declined in 2022. In 2023 the markets had been contributing quite nicely in values. Hoyt Trust has an 8.25 return year-to-date, and 7.45 return for the last 12 months.

Mr. Senkowski advised that the Saginaw Public Library Foundation has pretty much the same report. Numbers are slightly different, but gains are about the same. Account balances are relatively close at the end of the year.

Mr. Ralph Martin motioned to approve the Uniform Prudent Management of Institutional Funds Act checklists, and complete the board evaluation questions as satisfactory for both the Hoyt Trust, and Saginaw Public Library Foundation.

The motion was seconded by Ms. Pamela Clark. There were no questions. The motion carried unanimously.

Ballot Language

Ms. McCarville advised that the provided ballot language had been prepared by the Library Attorney at Foster, Swift, Collins & Smith P.C. This is a renewal of the millage, with no additional funds being requested. The final page is what will be on the ballot. There was some discussion on the length/content of the proposal. Ms. McCarville explained that it was legally necessary, and provided a copy of the language from the ballot language 10 years prior.

The Vice President entertained a motion to approve the Ballot Language as presented. Ms. Sarah Keenan-Lechel so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

The next meeting will be held April 18, 2024.

The meeting adjourned at 6:16 p.m.

Respectfully submitted,

Trisha Baker
Secretary
