



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 April 21, 2022, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pamela Clark, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Ms. Ann Schneider Branch was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Kathleen Cunningham, and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The Vice President asked all attendees to review the agenda. Ms. Trisha Baker requested to make comments under New Business.

PUBLIC COMMENTS

No public were present.

APPROVAL OF MINUTES

The Vice President asked all to review the minutes of the March 17, 2022 meeting.

The Vice President entertained a motion to approve the minutes of the March 17, 2022 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Cunningham reviewed the March 2022 PLOS checks list covering checks numbered 81534-81630. She highlighted several checks. Ms. McCarville explained that the Reliable Delivery fees are consistent month to month. Ms. Baker asked who pays the union dues. Ms. McCarville said the library collects and pays the union dues, and explained that TPA is third party administrator. There were no other questions.

The Vice President entertained a motion to approve the PLOS March 2022 checks list as presented. Ms. Diane Kloc so moved, with a second by Ms. Trisha Baker. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS March 2022 expenditures, noting that Salaries comprise 68% of the budget. She noted that Line 433 Snow Removal is over budget, and will require an adjustment. Ms. McCarville advised that we will cut off spending in May for the year end, and budget adjustments will be done in May or June. She plans to bring the new budget to the board in May. Ms. Baker asked if Line 561 Contractual Expense – Cooperative was for 2 years. Ms. McCarville said it was an overlap payment from last year and was received in this fiscal year. Ms. Kloc asked why some accounts have zero spent. Ms. McCarville said some accounts are similar and will be combined in the future. Line 533 Programs is at 1% spent. It is thought to be an error and we will check on this. There were no further questions.

Ms. McCarville reviewed the March 2022 Zauel expenditures, noting that they are in good shape. Their Salary lines are at 66% spent. Ms. Baker asked about Worker's Compensation. Ms. McCarville explained that we pay into it. It was mentioned that Lines 508 and 509 are over spent. Ms. McCarville said there will be a budget adjustment for them also. Ms. Keenan-Lechel asked if Summer Reading Club and Summer Reading Program were the same. Ms. McCarville said yes. There were no more questions.

Revenue Report

Ms. McCarville reviewed the PLOS March report saying that we are in good shape with what is collected. Line 110 Current Local Taxes is 104.7% received. Ms. Kloc asked about Law Library Income. Ms. McCarville explained that they still have not paid and she is giving them additional time and working with Robert Belleman. She will give an update next month. There were no more questions. The Zauel revenue report for March was reviewed. Ms. McCarville said Line 141 Fax Fees brought in \$175.00 last month, and is 69.1% received. There were no questions.

COMMITTEE REPORTS

Mr. Martin, on behalf of the Building Committee said the recent walk-thru of the library buildings was beneficial, and interesting to see things. Ms. Kloc asked if board meetings could be held at the other branches. Ms. McCarville said with advance notice, it can be done.

DIRECTOR'S REPORT

Ms. McCarville stated that March was a good month for the library. She advised that our security company Teachout sent a letter informing us that they were raising their rates by 35% with 3 weeks notice. The fee would increase from \$14-\$20.25 per hour, and our budget cannot handle that increase. The situation was re-evaluated and it was decided to bring in Library Monitors to replace the guards, to do rounds each hour and when the buildings close. We will train and hire the Monitors and they can do more than sit at the security guard station. We have received many good candidates, and will pay \$13 an hour. The Monitors will be supervised by Garrett Schmidt, Facilities Manager. There was discussion about the apparel. Ms. McCarville said there will be shirts that indicate security, hats and name tags. Ms. McCarville spoke about programs and activities happening at the various branches. Ms. Keenan-Lechel added that she attended a story time at Zauel recently that was good and well attended. Ms. McCarville will send an email to the board to set a date for the Finance Committee to meet. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Thompson said he would like Claytor Library to be a member library with PLOS again. Ms. McCarville said no, but we will work together with them for a plan, but cannot help financially. She mentioned that we can work together for some programming and send the bookmobile there too. Mr. Thompson asked if they could be a contract library like Zauel. It was explained that they need to have funding for books and computers. There was much discussion on why Claytor cannot be a member library. Funding was the issue that closed the facility. Mr. Martin advised that the First Ward Facility has funding issues and may be closing.

Ms. Baker announced that she is the Great Michigan Read chairperson for this area and is looking for people to join the group. It includes reading Michigan notable books that all have a Michigan connection. Please email her if you are interested, trishabee2000@yahoo.com. She also requested a reminder to staff that customer service is a must for everyone, especially as the millage renewal is coming up. She cited a problem with a recent order/pick-up. There was discussion on a recent policy change regarding looking up accounts and deactivated cards.

Disclosure of Interest Forms

All Board members were requested to complete the annual Disclosure of Interest Forms provided.

Ms. Clark asked about the maintenance schedule attached to the packet. Ms. McCarville explained that the schedule was provided by WTA Architects to follow the recommended maintenance. She also mentioned that some items are replaced prior to the recommended times posted if there are problems or recalls on equipment such as HVAC, pumps, etc.

The next meeting will be held May 19, 2022. Ms. Baker advised she will not be present, as it is prom at Saginaw High.

The Vice President entertained a motion to adjourn the meeting. Ms. Pamela Clark so moved, with a second by Ms. Diane Kloc. The motion carried unanimously. The meeting adjourned at 5:51 p.m.

Respectfully submitted,

Michael Thompson, Secretary
