



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 August 18, 2022, at 5:04 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Ann Schneider Branch, Ms. Pamela Clark, and Ms. Diane Kloc. Ms. Sarah Keenan-Lechel and Mr. Ralph Martin were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda. No additions were requested.

PUBLIC COMMENTS

Mr. Michael Thompson spoke about the ARPA funding proposal for the Library of Things. He will be attending another meeting this evening and wanted a recommendation on how to approach the council about the library's proposal. After discussion, it was suggested to re-send another copy of our proposal with the Board member's names on it and a notation to say "Don't overlook us please."

APPROVAL OF MINUTES

The President asked all to review the minutes of the June 16, 2022 meeting.

The President entertained a motion to approve the minutes of the June 16, 2022 Library Board meeting as presented. Ms. Trisha Baker so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the June 2022 PLOS checks list, covering checks numbered 81754-81816. She highlighted several checks. Ms. Schneider Branch questioned check #81768 funds for Middle Cities. Ms. McCarville explained that it was payment in full for the system. Ms. Kloc asked about the Law Library. Ms. McCarville said the previous year's payment has been received and she continues to work with the County for the current year's payment. There were no further questions.

Ms. McCarville reviewed the July 2022 PLOS checks list, covering checks numbered 81817-81878, highlighting several checks. There were no questions.

The President entertained a motion to approve the PLOS June and July 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 July 2022 expenditures, the first month of the fiscal year. Line 236 Salaries- Custodian/Monitor was \$5,938.14, and Line 440 Grounds Maintenance totaled \$132.30. Ms. Kloc questioned Line 432 Trash Removal. Ms. McCarville stated that we share a dumpster with the Castle Museum, and at Jazz on Jefferson their vendors used our dumpsters, and the extra costs will be covered by the Museum. Ms. Baker questioned Line 712 – Data Processing at 33.2% of their budget. Ms. McCarville will check into this, but it was not a monthly charge. There were no further questions. Ms. McCarville also mentioned that the June totals will be covered by the audit in October.

Ms. McCarville reviewed the July 2022 Zauel expenditures. Line 461 Security Guard Service had no charges as they do not have guard service in the summer months. Line 342 Downloadable Material spent \$1,320.00. There was a discussion regarding eBook purchases. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS July report. Line 110 Current Local Taxes received \$285,929.62, 11.4% of what was budgeted. Line 120 Income from Grants received \$20,000 from ARPA money to be used for the Library of Things collection. The collection will roll out this fall, and include games, Launchpads, iPads, Chromebooks, etc. Items will be listed in the online catalog and be available from the branches and possibly the bookmobile, depending on space available. There were no questions. The Zauel revenue report for July was reviewed. Current month revenues total \$1,606.28, with the largest portion being Concessions. There were no questions.

COMMITTEE REPORTS

No committees have met. Candidate interviews for the vacant Trustee position are scheduled for next week via Zoom. Following a selection, it requires approval by the Saginaw School Board, and then Ms. McCarville will give an orientation. Zoom links were sent out today.

DIRECTOR'S REPORT

Ms. McCarville advised that the auditors are here this week. Kathleen Cunningham resigned July 22, and our auditor recommended hiring a small CPA firm (not Yeo &

Yeo) to come in about two days a month to handle everything that needs to be done, which includes accounting work preparing for the annual audit. The CPA or designee can do entries for anything that needs to be done, which is a good, reliable solution. Ms. McCarville will to A/P and Karen Butler will be a back-up on that every other week. Ms. McCarville currently approves payroll and will continue forwarding it to Basic. SEIU mediation is scheduled for next week. Their contract was ratified and negotiations had gone smoothly, but a grievance was filed. An agreement regarding longevity was agreed on with payment of a lump sum last year. Union staff thought it was an annual payment, and want to continue with a grievance. Mediation is scheduled, and it may lead to arbitration. Ms. McCarville then reviewed programs/events happening at the branches. It was also announced that the staff holiday party will be held December 3rd and all Board members are invited to attend.

OLD BUSINESS

Amendment to By-Laws

A revision to the By-Laws in Article V, Section 4 to read *"A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported to the Board of Trustees at its next scheduled meeting."* was proposed.

The President motioned to approve the By-Laws Amendment as presented. Ms. Diane Kloc so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

New Meeting Schedule

Ms. McCarville stated that the Board typically does not meet in July. A proposed schedule was provided for "critical" meetings. It proposed the Board will meet every-other-month, with a caveat that additional meetings can be called if necessary. There was discussion regarding audit and budget meetings. Ms. McCarville stated that the audit will be scheduled for October, and she would like to aim to have the budget prepared for April.

The President motioned to approve the New Meeting Schedule as presented. Ms. Pamela Clark so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

Board Candidate Interviews

Zoom meetings for the 3 candidates are scheduled for Tuesday and Thursday next week. Ms. Clark will share a list of questions to the remainder of the Board, as it is best to ask the same questions to each candidate. Interviews can be done remotely or use the Computer Training Center at Hoyt Library.

NEW BUSINESS

Proposed Employee Handbook Update

(Custodians, Monitors, Pages & Substitutes)

Ms. McCarville mentioned that we need a handbook for regular positions and a separate one for pages, custodians, monitors and substitutes. She advised there are no changes to the handbook for regular staff, she just left off vacation, sick and personal days as it does not apply to those positions. She requested Board approval.

Ms. Pamela Clark moved to accept the Proposed Employee Handbook as presented. Ms. Diane Kloc seconded the motion. There was further discussion.

There was discussion about direct deposit, and voluntary deductions. It was decided to remove some of the deductions listed (insurance premiums, flexible spending, and union dues).

Ms. Pamela Clark moved to accept the Proposed Employee Handbook with the amendments as discussed. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

Appointment of Board Secretary

Due to a vacancy for Board Secretary, Ms. Ann Schneider Branch nominated Ms. Trisha Baker to fill the position.

Ms. Pamela Clark moved to approve the appointment of Trisha Baker as Board Secretary. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

The meeting adjourned at 6:13 p.m.

The next meeting is scheduled for October 20, 2022.

Respectfully submitted,

Trisha Baker
Secretary
