
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on April 6, 2017, at 5:05 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, and Mr. Bob Johnson. Mr. Ralph Martin and Ms. Carol Selby were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

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 comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the March 2, 2017 meeting.

The President entertained a motion to approve the minutes of the March 2, 2017 Library Board meeting as presented. Ms. Melissa Garcia so moved. Ms. Ann Schneider Branch seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the PLOS checks list dated March 28, 2017 covering checks numbered 76658-76738, written from February 2-17, 2017, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated March 28, 2017 as presented. Ms. Tina Gutierrez so moved, with a second by Ms. Melissa Garcia. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the February 2017 expenditure report for PLOS. She pointed out that Line 342 Downloadable Materials is 78.3% spent and we are planning to increase that line next year as patrons continue to check out eBooks. Line 510 Printing is only 16.1% spent to date so we will put out the newsletter monthly. Line 641 Boiler/HVAC Project is budgeted at \$95,000, and is an early spring project to replace the boiler at Butman-Fish. We are reviewing the bids and will firm up this project in the next few weeks. There were no questions. She then reported on Zauel's expenses, noting their Line 342 Downloadable Material is 75% spent as they are seeing the same amount of use. There was some discussion. There were no questions.

Revenue Report

Ms. McCarville advised that Tax payments are coming in. She said that Line 130 Book Fines, Fees, Etc. is at 48% as we are not collecting as much in book fines. Line 134 Collection Agency is 45.4% of the total budgeted amount as fewer accounts are turned over to collection. There were no questions. She then reported on Zauel's revenue saying that they are right on track. We received the final payment for Line 197 Contract Contribution this week. 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 reported that March was a good month for the library. We were asked by Consumers to apply for the Governor's Historic Program Award for the donated boiler, automation system and replacing lights with LEDs. The application has been completed. We are meeting with Michelle Pratt from Delta College's library to find out her needs and having conversation. It was noted that Delta's President will be arranging meetings downtown in May and June to meet local businesses. They will break ground on their new downtown campus March 2018 and open in the Fall 2019. Ms. McCarville stated that we are working with SAMSA to create a database for our Summer Reading Program that can be used year after year. She noted that Butman-Fish Library was closed today due to a power outage. She also pointed out that both Hoyt and Butman-Fish had surprise inspections by the Fire Marshall. Hoyt passed, but Butman-Fish needs to replace some LEDs and Central Fire Protection will handle that. She then reviewed several programs happening at the branches. Zauel will hold their book sale May 17-21 and are looking for donations.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Ralph Martin, Secretary
