



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 April 15, 2021, at 5:02 p.m., virtually via Zoom. Board members present were: Ms. Trisha Baker, Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Mr. Bob Johnson was 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. There were no corrections or additions requested.

PUBLIC COMMENTS

No public was present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the March 18, 2021 meeting.

The President entertained a motion to approve the minutes of the March 18, 2021 Library Board meeting as presented. Ms. Pamela Clark so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the March PLOS checks list dated April 1, 2021 covering checks numbered 80671-80718. She highlighted check #80702 to Overdrive Inc. for downloadable books in the amount of \$3,352.22. Check #80718 to Yeo & Yeo in the amount of \$1,665.00 was for professional services related to the search for the accounting and payroll specialist. Ms. Schneider Branch questioned check #80696 to Library Market for \$4,100.00. Ms. McCarville said it was the annual fee for our webpage, use of the calendar and website. There were no other questions.

The President entertained a motion to approve the March checks list as presented. Ms. Pamela Clark so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS March 2021 expenditures, stating that total expenditures are right where we thought they would be. Salaries are at 55% of budgeted amounts. Medical, dental and life insurances equal 50% of budgeted amounts. She stated that Line 270 Life Insurance is going through a change in carriers from Nationwide to Reliant Standard. There is the same coverage at the same price. This transfer will be effective July 1. Line 433 Snow Removal was budgeted at \$31,000, and year-to-date is \$15,205 which is a good amount of savings due to a mild winter. Line 716 Data Processing – Vendor reflects charges for Baker & Taylor and Midwest Tape processing fees which are as low as 15 cents per item, and not worth the time to separate out from the total item. Beginning July 1 those costs will be added to the cost of books. Ms. Schneider Branch questioned Line 712 Data Processing – Maintenance CPU which is overspent. Ms. McCarville will check with Yeo & Yeo, as we paid for 2 years of fiber line usage so the total cost was not correctly posted. She will have the auditors make the correction. Line 561 Contractual Expense – Cooperative was questioned as it is also overspent. Ms. McCarville explained the process of the State Aid payment, and mentioned that we are waiting for the cooperative to reimburse us for one-half of the state aid funds. She said it generally is charged and received in the same month, but it will be in balance before the end of June. There were no other questions. Ms. McCarville reviewed the Zael March expenditures stating they are in good shape. Salaries are 60% of their budgeted amount. Line 320 Adult Books is at 77% of the budgeted amount as adult selectors have been beefing up the collections. Line 321 Juvenile Books is at 25% spent and they are working on placing orders this month. Line 520 Postage is 40% spent, and includes 33% of the cost for sending out newsletters and well as postage for sending out lost and overdue notices. Ms. Kloc questioned Line 508 Software, which is overspent. Ms. McCarville explained that there is a budget adjustment to cover this overage. There were unexpected charges to that line. There were no other questions.

Revenue Report

Ms. McCarville reviewed the PLOS report through the end of March. We have received 94.1% of the budgeted amount with several items still outstanding. Line 110 Current Local Taxes is at 100.1% received and is the largest source of revenue we have. There were no questions.

The Zael revenue report for March reflects \$338,751.14 received, which includes the contract contribution from the Township. Ms. McCarville explained that Line 197 Contract Contribution will not reach 100% paid as the Township paid for security cameras and reduced the contract contribution by that amount. The auditors were fine with this. There were no questions.

COMMITTEE REPORTS

Personnel Committee report is tabled until the May meeting. Ms. Clark asked if there were raises withheld due to the delay, and Ms. McCarville said no, her contract runs through the end of June.

DIRECTOR'S REPORT

Ms. McCarville advised that Saginaw County is under a state of emergency that allows us to continue meeting virtually through August 31 unless the order is revoked. April 20 is MLA virtual Advocacy Day with representatives O'Neal and Wakeman and Senator Horn. There will be discussion with different librarians on what we are doing and hearing what they have to say. Ms. McCarville added that we are fortunate to have 3 legislators who are in favor of libraries. Dr. Mark Giesler, a social work professor at SVSU, headed a class project to assess community needs at the library. The team will present findings on April 23 at 4:00 p.m. Ms. McCarville stated that we are planning for the Summer Reading Program with the theme "Tails and Tales" that is open to people of all ages beginning June 7. She then reviewed programs and activities that are in progress at the branches. She also mentioned that the Finance Manager position was offered, but the candidate has refused the offer. The posting is now advertised on various websites until May 7. There was discussion on who is handling the work and if there is a company who specializes in library finances. There were no other questions.

OLD BUSINESS

Ms. Schneider Branch wrote and read a response letter to Sara Himm and Kenny Temple, who had previously requested to hold their wedding at Hoyt Library. It was noted that our meeting rooms are not available for private or commercial use according to library policy. There was some discussion. Ms. Schneider Branch will add the policy and respond to Ms. Himm and Mr. Temple.

NEW BUSINESS

Budget Adjustments

Ms. McCarville reminded the Board that the director can approve adjustments under \$3,000, however she wants to share all with the Board for transparency. Adjustments for Hoyt Library total \$5,850, with nothing over the \$3,000 limit.

Zaue Library's adjustments total \$10,400. A needed adjustment for \$2,600 for Software and \$7,500 for Retirement as the current branch head was enrolled in the MPSERS plan, and the former branch head had the MERS plan. The Employee Assistance Plan required a \$300 addition.

The largest increase for Butman-Fish Library was \$6,500 for Health Insurance, due to staffing changes. Line 509 Computer Equipment was increased \$3,000 to account for a replacement copy machine. Total adjustments here are \$11,875.

Wickes Library's Line 400 Heat & Utilities was increased as large water bills caused by a slow valve in a toilet that ran non-stop during a period when the libraries were shut down was not detected. Also, Line 440 Grounds Maintenance was increased due to a vehicle driving through the property causing ruts, destroying sod and knocking down a fence. Total adjustments are \$10,975.

The President entertained a motion to approve the Budget Adjustments as presented. Ms. Diane Kloc so moved, with a second by Ms. Pamela Clark. There was no discussion. The motion carried unanimously.

Building Committee

Ms. McCarville explained that she is working on the budget. She requested Board members to form a committee if interested, to go together or separately through the buildings to see what needs to be worked on, including the landscaping at Hoyt. Ms. Schneider Branch and Mr. Ralph Martin both agreed to assist her. Ms. McCarville will forward her availability in the next 2 weeks. Ms. Schneider Branch will send out a meeting notice and everyone is welcome to come as well.

Disclosure of Interest Forms

This is an annual request for the PLOS and Saginaw Public Libraries Foundation. Each Board member is requested to complete both forms and scan and email them or mail them as it is important to have them on file.

The next Board meeting will be held May 20, 2021.

The meeting adjourned at 5:53 p.m.

Respectfully submitted,

Michael Thompson, Secretary
