



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 16, 2020, at 5:00 p.m., via Zoom due to the Corona Virus Pandemic. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc and Mr. Mike Thompson. Mr. Bob Johnson and Mr. Ralph Martin were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

There were no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the February 20, 2020 meeting.

The President entertained a motion to approve the minutes of the February 20, 2020 Library Board meeting as presented. Mr. Mike Thompson so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the February PLOS checks list dated February 28, 2020 covering checks numbered 79828-79897, written from February 20-25, 2020, highlighting a number of items. There were no questions. Ms. Speight then presented the March PLOS checks list dated April 13, 2020 covering checks numbered 79898-79976, written from March 12-23, 2020, highlighting a number of items. There were no questions.

The President entertained a motion to approve the February and March checks lists as presented. Ms. Diane Kloc so moved, with a second by Ms. Ann Schneider Branch. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS February 2020 expenditures, noting that everything is right on target. There were no questions. She then reviewed the PLOS March 2020 report. She mentioned that Line 401 Communications is slightly over budget due to an AT&T billing error. A credit is being issued to correct this. There were no questions. Zauel's expenditures for February 2020 were reviewed. Ms. McCarville noted that Line 520 Postage is only 47% spent. There were no questions. The Zauel March 2020 report was reviewed. Line 342 Downloadables is only 12.6% spent. She is working to come up with a formula on spending to beef up the overdrive collection. There were no questions

Revenue Report

Ms. McCarville reviewed the PLOS February report stating that Line 131 Copy Machines have collected 88% of expected revenues. There were no questions. She then reviewed the PLOS March 2020 report. Line 142 Fax Fees is at 93% collected. Other lines are right where we need them to be. There were no questions. The Zauel Revenue report for February 2020 was reviewed. Ms. McCarville added that everything is right on target with nothing to report. The Zauel March 2020 report was reviewed. She stated that March Book Fines is 67.7% collected, right on target. There were no questions.

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville reported that staff continues to work from home due to the Governor's Executive Order. Full-time employees work 20 hours per week and part-time employees are not working, but all staff is getting. She said that plans are being made on how to operate and provide all services when we are able to re-open. She was able to purchase 8 gallons of hand sanitizer from a distillery in Traverse City to divide among all branches, as well as face masks and gloves for everyone. Temporary library cards are available to access digital content. She asked to have a face-to-face meeting with the Finance Committee at a date to be determined, and would like to have the budget ready for the May meeting. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The annual Disclosure of Business forms were provided to each Board member to complete and return. It was suggested that the completed forms be brought to the next meeting.

The meeting adjourned at 5:22 p.m.

Respectfully submitted,

Ralph Martin, Secretary
