



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Chair, Ms. Diane Kloc, called the Public Libraries of Saginaw board meeting to order on Thursday, April 17, 2025 at 5:03 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pamela Clark, Mr. Michael Foust, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, and Ms. Diane Kloc. Mr. Ralph Martin was absent. Ms. Karen Butler and Ms. Maria McCarville from the Public Library were also present.

PRESENTATION OF AGENDA

President Diane Kloc asked all attendees to review the agenda. She noted that the Personnel Committee would not be reporting today, the Trustee Manual review would cover only Chapter 1, Budget Adjustments will be done in June, and the Safety Committee will be reporting in June. There were no other additions or corrections to the agenda.

PUBLIC COMMENTS

Patron Jaquan Malone, who was banned from the library for 6 months for behavioral issues, apologized for his previous behavior and stated it would not happen again. He asked the Board for permission to be allowed back into the library as he had nowhere else to go.

After consideration, Ms. Trisha Baker motioned to lift the ban. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

APPROVAL OF MINUTES

The President asked all to review the minutes of the February 20, 2025 meeting.

The President entertained a motion to approve the minutes of the February 20, 2025 Library Board meeting as presented. Mr. Michael Foust so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the February-March 2025 check register. Checks were numbered 83467-83553. Ms. McCarville highlighted check 83485 to World Book for \$1,259.00 for a set of encyclopedias. Ms. Baker questioned check 83542 to Urban Libraries Council for \$6,000. Ms. McCarville explained that the membership fee includes access to programming, workshops, staff training – all at no cost, along with education and training and advocacy with IMLS funding. Ms. Baker questioned check 83488 to Midwest Tape for 14,099.05. Ms. McCarville advised the cost funds Hoopla to stream audiobooks, music, videos & ebooks. We also purchase dvd's from there. Snow removal costs were also surprising. Ms. McCarville said weather was unpredictable, and the landscaping company did a lot of salting during open hours. There was some discussion on staff assisting with the sidewalk salting. Ms. Kloc questioned check 83528 to Mid Michigan Millicare for \$785.16. Ms. McCarville said it was for carpet cleaning. We contract for both annually and quarterly cleaning for certain zones to extend the life of the carpeting. There were no further questions.

Online payments for February-March 2025 were reviewed. Ms. McCarville highlighted check 2210 to Verizon Wireless for \$92.17. This covers the cost of a cell phone for the Bookmobile for use in case of emergency. There were no questions.

The President entertained a motion to approve the February-March 2025 checks list and the online payment register from February-March 2025 as presented. Ms. Trisha Baker so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures for March 2025. Line 330 Periodicals – Adult totaled \$326.48, the cost to renew Saginaw News at one branch, delivered for one year. Nothing else was unexpected. She will present budget adjustments in June. Ms. Clark questioned Line 241 MPSERS UAAL Payment which is overspent. Ms. McCarville stated that this is a retirement plan from the school retirement system. We still have 2 staff members working under this plan. MPSERS sends a bill and we pay it, then they credit us back with some of it. We underestimated this on the budget. There were no further questions.

Ms. McCarville reviewed the March 2025 Zauel expenditures. Current month expenditures were \$54,246.24. She noted that their Line 342 Downloadable Material year-to-date expenses were \$44,212.34. Zauel's current-month-expenditures were \$6,324.00, splitting the costs for Hoopla, Kanopy and Libby. Zauel is a heavy user and costs are split 50/50 with them. Total expenditures are already at 88.4%. We cut off spending mid-May. Accounting invoices need to be paid by June 30. Line 714 Data Processing Supplies, Cataloging was also over budget, as additional library cards and

bar codes had to be purchased. A budget adjustment will be done in June. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS General Fund revenue report thru March 2025. Current month revenues total \$82,352.64. Current Local Taxes received \$37,574.49 in March and that line is at 110.5% received. Ms. McCarville is hopefully optimistic it will continue. Line 170 Contract from MMLC payment comes late in June. There were no questions.

She then reviewed Zauel revenues for March 2025. Book Fines and Fees received \$227.00 with most coming from lost or damaged books. She explained Line 134 Collection Agency. We use Unique Management Services who charges the library a fee. The return-on-investment is 4/1 just to get the books/materials back. There were no questions.

PERSONNEL COMMITTEE

Ms. Pamela Clark advised that the Personnel Committee met earlier this week to review the proposed 2025-2026 budget. All questions asked were answered. Some percentages needed to be corrected. The budget will be approved at the June meeting.

DIRECTOR'S REPORT

Ms. McCarville stated that the Bookmobile will be traveling to Lansing for Advocacy Day. She also spoke about the libraries' concern about IMLS being gutted and dismembered, noting smaller libraries will be hurt. Also noted were e-Rate concerns, which is a discount we receive for our internet connection, based on the free and reduced lunch program in our area, and for us it is 90%. The Supreme Court is eliminating this discount. We will still have fast internet, but will have to pay for it. She then advised that the library will have our drop boxes painted by the Great Mural Project artists, and would like to have the one at Hoyt done during the June 4 Jazz on Jefferson celebration. Ms. McCarville then reviewed highlights from the various branches and departments at Hoyt.

We are having a facilities conversation with Audio Central regarding the fire alarm panel and alarm system at Hoyt, which was recently completed. The Fire Department came and was surprised no permits had been applied for. We are holding the second half of the payment to ensure the work was done as it should be. We are also holding off on their work at Butman-Fish for now. A contract for elevator replacement with MEI has been signed. Equipment is coming from China, so we are unclear about availability and pricing. Lead time was 6 months, but is unknown at this time. The Bookmobile is looking to fill an additional 5 stops. Please speak up if you know where a stop would be welcomed.

Ms. McCarville reviewed the statistics noting that Hoyt computer usage has increased along with wireless usage. Program attendance has increased 49%. Libby is holding steady, but Hoopla and Kanopy are both increasing. There was discussion about the Great Michigan Read "Everything I Learned, I Learned in a Chinese Restaurant" and the continued funding of the Humanities Council's program paid thru the national endowment.

OLD BUSINESS

Strategic Plan

Ms. McCarville advised that an assessment will be sent out to the team for specific information on who to send surveys to. Board members and library staff will receive them for their feedback. There are 12 one-on-one interviews planned. Focus groups will be held May 21 and 22 in person. There will be 2 virtual groups, one with a Spanish speaking facilitator. If you know groups or organizations to contact please let us know. Focus groups will last about 1 hour and will include refreshments. Hours for focus groups will be 8:00 a.m., noon, and 5:30 p.m. and persons can register for whichever one is preferred.

NEW BUSINESS

Holiday Schedule

Board approval was requested for the 2024-2026 Holiday Schedule. It was also noted that the next meeting is scheduled for June 12, 2025 which is a week earlier in the month due to the Juneteenth holiday.

The President entertained a motion to approve the 2024-2026 Holiday Schedule as presented. Ms. Pamela Clark so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

Review of the Proposed 2025-2026 PLOS Budget

Ms. McCarville presented the budget showing revenues at \$3.452M, which is an increase of 10% from this year to next year. Operating expenditures are \$2.885M. She tried to be conservative with revenues and expenditures, however it is unknown at this point with what is happening in the world. Expenditures include a 3% increase in salaries. Pages, substitutes and custodians are closer to 8% while we try to keep ahead of minimum wage as it increases. She reviewed several revenue and expenditure line items. Line 678 Income from Grants shows a 33% drop as we are not sure what grant opportunities will be out there, both federal and local. No large purchases are expected. There was some discussion. The board was asked to look over the figures until June when the budget will be approved.

Trustee Manual

Ms. Kloc reviewed material in Chapter 1 of the manual, highlighting the bullet points. There was discussion. Ms. Kloc will cover Chapter 2 at the June meeting.

Hoyt 135th Anniversary

Ms. McCarville stated that Hoyt's 135th anniversary will be in November and she would like it to be big and special. She invites any and all board members to work with her, Carrie Pung, Grant Shaw (from LHG) and Tom Trombley for ideas on how to make it happen. Plans are to give tours in the months coming up to the anniversary. She is looking for historical, factual and fun ideas. Ms. Cecelia Hopkins agreed to help. Ms. Clark suggested legislators be invited to at least one event, and perhaps a proclamation too.

Ms. McCarville advised that we will be getting a new circulation system through VLC going from Horizon to Polaris. Ms. Kloc explained that the personnel committee just completed the Director's evaluation. There was talk that the board may be more involved in fundraising if the grants/funding decreases.

The next meeting will be held June 12, 2025. Chapter 2 of the Trustee Handbook will be reviewed. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Sarah Keenan-Lechel
Secretary