



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Vice President, Mr. Ralph Martin, called the Public Libraries of Saginaw Board Meeting to order on April 20, 2023, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pamela Clark, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc and Mr. Ralph Martin. Ms. Ann Schneider Branch was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The Vice President asked all attendees to review the agenda. There were no additions or corrections to the agenda.

PUBLIC COMMENTS

Mr. Michael Thompson was present. He explained the process of ARPA funds (\$20,000) directed to the Library from the City of Saginaw. The Vice President thanked Mr. Thompson for his efforts on behalf of the Library. Ms. McCarville mentioned she has signed a contract with the City for the funds, but doesn't know when they will be available. We are still waiting to hear from the County if funds will be available through them.

APPROVAL OF MINUTES

The Vice President asked all to review the minutes of the February 16, 2023 meeting.

The Vice President entertained a motion to approve the minutes of the February 16, 2023 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the February-March 2023 PLOS checks list, covering checks numbered 82260-82378. She highlighted check #82304 to MTM Recognition for \$214.81 for pins, for milestone anniversaries for staff, and check #82356 to Artigiano for \$125.00 for a program at Butman-Fish promoting/identifying a variety of cheeses.

Ms. Kloc asked about check #82378 to Weinlander Fitzhugh for \$725.00. Ms. McCarville explained it was for accounting services working through our finances. There were no other questions.

The Vice President entertained a motion to approve the PLOS February-March 2023 checks list as presented. Ms. Pamela Clark so moved, with a second by Ms. Trisha Baker. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of March 2023. She noted Line 235 Salaries-Substitute is overspent and will need a budget adjustment. Having no branch head at Hoyt for a period of time kept salaries low, but we had substitutes filling the vacancy. We also had substitutes to cover for several staff on medical leave. Line 281 Unemployment Comp. is overspent as well. The employment of two staff members was terminated and they are collecting unemployment wages. Ms. Kloc questioned Line 322 Genealogy Books being overspent. Ms. McCarville explained that we purchased a Bookeye Scanner for Local History and Genealogy. We paid for this and will be reimbursed by MMLC for \$15,000. Ms. Baker questioned Line 534.1 Staff Relations at 213.5% spent. Ms. McCarville will provide a budget adjustment for this as well at the June meeting. There were no further questions.

Ms. McCarville reviewed the March 2023 Zael expenditures. Line 461 Security Guard Service expenses were \$1,498.50 and that line is 79% spent. Line 533 Programs is overspent and will require a budget adjustment. Programs at Zael, including adult programming, is drawing very good attendance. Ms. Baker questioned Line 570 Auditing & Accounting Expense. Ms. McCarville explained that we have additional expenses on this line for the accountant/CPA handling the financials. This will be corrected in June with a budget adjustment. There were no further questions.

Revenue Report

Ms. McCarville reviewed the PLOS March 2023 report. Line 110 Current Local Taxes is at 97.1% collected, with \$30,474.58 being received this month. We should be receiving payment for Line 150 State Aid soon. Ms. Keenan-Lechel questioned Line 120 Income from Grants. Ms. McCarville explained that she had hoped we would get ARPA funds from the County and City, and we may still get the funds before the end of June. There were no further questions.

The Zael revenue report for March 2023 was reviewed. It was noted that Zael is in good shape. Line 130 Book Fines, Fees, Etc. current month revenues total \$197.27 and the line is 50.7% collected. There was some discussion about circulation and the return of iPads and Chromebooks. There were no questions.

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville announced that our Bookmobile's ribbon-cutting will take place Wednesday, April 26 at 4:30 with a puppet show, games, things for families and kids, and a tour through the vehicle. On March 25 PLOS will take part in the Library of Michigan state library advocacy day on the steps of the capital where 15 bookmobiles will be in attendance. ARPA funds have been put to good use. On April 29 we will host the Great Lakes Odyssey project – an excellent program with Mayor Moore, Cameron Davis, John Hartig and Brian Keenan-Lechel all speaking in person and on Zoom. On May 23 the 2nd program in the series is planned with stories of the Great Lakes. The Library of Michigan Trustee training Part I is scheduled for May 9 from 1-3:00 p.m. Advanced training will be the following week on May 16. These trainings are recorded. After registering, you will receive a link to watch it later. Ms. McCarville spoke about the recent book ban protests. She advised that libraries do not stock obscene materials. There was discussion regarding the book "Gender Queer" and the situation at Lapeer District Library. We have received no complaints here so far. She then advised that the State Aid payment should be coming any day now and going forward we will start getting it on time. She then highlighted programs at the 4 branches, including the book sales at Butman-Fish and Zael. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Disclosure of Interest Forms

The annual Disclosure of Interest Forms were provided to all members present.

The meeting adjourned at 5:33 p.m.

The next meeting is scheduled for June 15, 2023.

Respectfully submitted,

Trisha Baker
Secretary
