
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on August 16, 2018, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, Ms. Jeanne Lesinski, Mr. Bob Johnson and Mr. Ralph Martin. Ms. Melissa Garcia was 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 present to review the agenda. No additions or corrections were requested.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the June 21, 2018 meeting.

The President entertained a motion to approve the minutes of the June 21, 2018 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated July 31, 2018 covering checks numbered 78109-78237, written from June 4-July 30, 2018, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated July 31, 2018 as presented. Mr. Ralph Martin so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of July 2018. Line 274 Employee Assistance Program has been paid for the year. She explained that Line 330 Periodicals- Adult is 91.5% spent as most charges are billed once per year. She stated that expenditures are right where we expected them to be for the first month of the fiscal year. There were no questions. Zauel's

expenditures are right where we needed to see them. Ms. McCarville pointed out that on page 2 it is noted that salary lines equal 3% of the total budget. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS revenue report. She pointed out that in Line 110 Current Local Taxes, we have received 20% of what was budgeted. Other revenue sources for PLOS are right on track. Ms. McCarville reported that Zauel's revenues for July are good. She pointed out Line 141 Fax Fees are at 8.5% received of the total budgeted amount. There were no questions.

The President recommended that the monthly reports be received and filed.

COMMITTEE REPORTS

Ms. Clark spoke on behalf of the Personnel Committee stating that evaluations have been given to each Board member for the Board Self-Evaluation and one for the Director's Annual Evaluation. After completing both, please send them to Ms. Clark to compile. She will bring results to the September Board meeting and share them confidentially with Ms. McCarville. She also stated that a third Committee member is needed. Currently the committee consists of Ms. Clark and Ms. Kloc.

DIRECTOR'S REPORT

Ms. McCarville welcomed Ms. Jeanne Lesinski as a new Board member, appointed by the City of Saginaw. She then advised that the Summer Reading Program is over. She explained the prizes provided for each category of readers and will have final statistics at the September meeting. She said overall numbers are down slightly, about a total of 300. A suggestion was mentioned to have email reminders sent to those who enrolled in the program of their progress and program completion date. Ms. McCarville then stated that the first meeting for the strategic plan will be Friday, September 28 from 9:00-1:00. There will be a committee of 10 library staff members and she requested Board involvement on the committee as well. Ms. Diane Kloc and Mr. Bob Johnson both volunteered. Ms. McCarville advised that the public will have the opportunity to have their voices heard as well. She wants to have measurable targets and report back to the Board quarterly. There was some discussion. The old strategic plan format has lapsed and we will be starting fresh. The meetings will take place off site and include a working lunch. She then reported that a program held at Butman-Fish, Advantage Academy, summer tutoring for children is a huge success. An LSTA grant was received to purchase ipads and the program will start up again in September. They are looking for high school students to help staff with the tutoring. Ms. McCarville noted that Zauel Friends donated \$10,000 for the purchase of downloadable books for our collection and funds for the Books for Babies program. She then pointed out the rise in statistics for the tween programming between 2017 and 2018. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Bob Johnson explained that he recently attended a book fair in Detroit for independent authors held by a book store for African-American authors. There was an excellent turnout with people from Detroit, Chicago, Indianapolis, and he thinks this would be a good idea to have one here to benefit the library. There was much discussion about how to structure an event like that here. Ms. McCarville noted that we will host author Beverly Lewis here and we have done this for individual authors.

Election of Officers

Ms. Clark advised that all officers have stated that they would like to continue to serve in their current roles for another two-year term. Officers are: President, Pamela Clark, Vice President, Ann Schneider Branch, Treasurer, Melissa Garcia, and Secretary, Ralph Martin. She requested a vote to approve the slate of officers.

The President motioned to approve the current slate of officers to serve for an additional two-year term. Mr. Bob Johnson seconded the motion. The motion carried unanimously.

Employee Handbook

Ms. McCarville advised that the Employee Handbook has been completely revised to make it more current. The document was reviewed by an attorney to ensure that everything is current and legal, and a few new policies were added on his recommendation. She noted that the sick leave upon retirement issue that arose last year has been corrected. Ms. Schneider Branch advised that HIPAA was spelled incorrectly and asked for the correction. There were no questions.

The President entertained a motion to approve the Employee Handbook with the correction noted. Ms. Schneider Branch so moved with a second by Mr. Bob Johnson. Ms. Jeanne Lesinski abstained from the vote as she had not read the document. The motion carried unanimously.

Trustee Manual, Chapter 6

Chapter 6 reviewed the Budget process. Ms. McCarville explained she requests branch heads and those who hold responsibility for certain budget lines to submit their requests for the coming year, along with justification. She keeps a binder of all these requests. She compiles the proposed budget and takes it to the finance committee for their review and suggestions. It is then brought to the full Board for approval. There was a question regarding internal controls and what are they? Ms. McCarville said that we work together with our auditing firm, Yeo & Yeo. She noted that the budgeting process is transparent. There was no further discussion.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Ralph Martin, Secretary
