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# **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 August 17, 2023, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Trisha Baker, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc and Mr. Ralph Martin. Ms. Pamela Clark 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 additions or corrections to the agenda.

## **PUBLIC COMMENTS**

Ms. Tina Sangster, Shelving Page at Hoyt gave a follow-up from the last meeting. She voiced appreciation for the security guards, the problem patron has been resolved and the police riding by makes her feel safe. She noted an issue with congregating people by the church, and mentioned that eating in the library remains an issue, as well as sleeping in the library.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the June 15, 2023 meeting.

The President entertained a motion to approve the minutes of the June 15, 2023 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. McCarville reviewed the June-July, 2023 PLOS checks list, covering checks numbered 82504-82594, and ACH payments numbered 2016-2034. She pointed out that check #2032 to Verizon for \$91.99 is for the Bookmobile. There were no questions.

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The President entertained a motion to approve the PLOS June-July 2023 checks list and ACH payments as presented. Mr. Ralph Martin 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 July 2023. She noted that Line 280 Workers' Compensation for \$4,147.97 is an annual cost. Line 719 Delinquent Tax Adjustment for \$486.90 was for funds to pay back. Ms. Baker questioned Line 470 Insurance at 125% spent, and Ms. McCarville explained it was a one-time payment and will require a budget adjustment. Ms. Schneider Branch questioned Line 541 Maxwell Pribil Trust. Ms. McCarville explained it was used to purchase software for Local History and Genealogy. These funds are used primarily for LHG, but not always. Ms. Keenan-Lechel questioned where the funds for the security service come from. Ms. McCarville explained she is using the funds budgeted for the custodians until they run out. A budget adjustment will be done to move funds from other salary lines. There were no further questions.

Ms. McCarville reviewed the July 2023 Zauel expenditures. She pointed out Line 330 Periodicals – Adult expenses of \$720.00 was for the annual subscription for Book Page Magazine which promotes new books. She mentioned that Salaries were 7% of their budgeted amounts after one month of the fiscal year. There were no questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS July 2023 report, noting that Line 110 Current Local Taxes received \$518,759.10 so far this fiscal year. Line 110.1 Payment in Lieu of Taxes received \$17,237.83, 107.7% of the budgeted amount. Current month revenues are \$566,373.49, 20% of what was budgeted. There were no questions.

The Zauel revenue report for July 2023 was reviewed. A total of \$751.50 was received. Line 141 Fax Fees totaled \$83.00, which are decreasing year after year. There were no questions.

## **COMMITTEE REPORTS**

Ms. Sarah Keenan-Lechel spoke on behalf of the Safety Committee who have met twice, including with library staff and patrons. An immediate suggestion to get security back in here and happy is a positive force. Remaining issues include supporting staff and enforcing the Code of Conduct and more communication between the board and staff. She said it would be helpful for the Board to see all incident reports, and indicated somebody with HR duties should be available. Mr. Martin thanked Ms. McCarville for responding quickly in arranging security for the safety for staff. Police Chief Ruth has agreed to have Officer Gerow contacted directly for problems at Hoyt. There was discussion regarding patrons congregating by the church and harassment of library patrons. Ms. Keenan-Lechel explained that the committee went over the Code of Conduct with staff at a meeting. There was some discussion. Ms. McCarville explained

that Garrett and Carrie get copies of the incident reports and they are posted online for staff access with photos if available. Ms. Schneider Branch asked if there were issues that the library's strategic planning should address. Ms. McCarville reported that the Code of Conduct was approved by the Board, and changes can be made at any meeting. She reminded the Board that she has an open-door policy for everyone, and if staff feel that their concern is not taken seriously they can go to the Board. Mr. Martin said a suggestion box for staff to use for concerns for the board would be a good idea. Ms. McCarville will put one in a place for all staff to use. Ms. Schneider Branch reminded the Board that it is not the Board's place to get too involved with the day-to-day issues. They should be informed, but not tasked with managing the library. There is a line of responsibility there, but the Board has hiring and firing oversight of the director.

Ms. Keenan-Lechel motioned to have incident reports emailed to the Safety Committee by Ms. McCarville immediately, and a copy included in the Board packets. Ms. Diane Kloc so moved, and Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

## **DIRECTOR'S REPORT**

Ms. McCarville advised that the annual audit is over today. The 2<sup>nd</sup> State Aid payment was received in August, but the Penal fines are late. She then spoke about a 2-day workshop at Hoyt on September 27 on Managing Patron Problems. All Board and staff are encouraged to attend. The first session can be viewed on Zoom (1 hour) or in person from 8:00-9:00. On October 4<sup>th</sup> the 2<sup>nd</sup> session is in person only (1-1/2 hours) from 8:00-9:30 including exercises on what to do in actual experiences. This session is not recorded. This training will cater to our issues which are also a nationwide problem, not just at Hoyt. Ms. McCarville will meet next week with an SVSU social worker intern who will start in September at Hoyt. She then mentioned she was contacted by the City of Saginaw regarding opioid funds they received from a lawsuit. The funds, \$160,000, must be spent on community things. Ms. McCarville spoke about a container which would be installed high up in restrooms near the sharps containers that would contain Narcan dosages. Refills would be supplied through the State. They would also provide Fentanyl test strips. She was informed that there has been a huge increase in deaths from Fentanyl in the City of Saginaw. The Board feels this would be worthwhile. Ms. McCarville then reviewed highlights from the various branches and stops made by the Bookmobile. Ms. Kloc advised she has been doing presentations to various service groups on things the library does, and has found that some persons did not realize all that the library offers. Getting this out is great before the millage comes up. Ms. McCarville explained that work continues on the Library of Things, getting organized and cataloged. She talked about the flyer on the Top 10 Actions to Protect the Right to Read included in the Board packet, with good information on things we can do to protect that right. On September 19<sup>th</sup> MLA President Debbie Mikula will speak to the League of Women Voters on book banning and protecting the right to read at the Delta downtown campus. There were no questions.

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## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

There was no new business.

The meeting adjourned at 6:06 p.m.

The next meeting is scheduled for October 19, 2023.

Respectfully submitted,

Trisha Baker  
Secretary

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