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# **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, August 21, 2025 at 5:00 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. 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. There were no additions or corrections to the agenda.

## **PUBLIC COMMENTS**

There were no public comments.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the June 12, 2025 meeting.

The President entertained a motion to approve the minutes of the June 12, 2025 Library Board meeting as presented. Mr. Michael Foust so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. McCarville reviewed the June-July 2025 check register. Checks were numbered 83609-83701. Ms. McCarville highlighted check 83672 to Kanopy Inc. downloadable service for movies. Ms. Keenan-Lechel questioned usage of Kanopy. Ms. McCarville said the cost is based on usage and statistics show it is up 43% from last year. There were no further questions.

Online payments for June-July-May 2025 were reviewed. Ms. McCarville highlighted checks 2254 to Treasurer, City of Saginaw for \$702.88, payment the water bills for Butman-Fish and Wickes. There were no questions.

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The President entertained a motion to approve the June-July check register and June-July 2025 EFT payments as presented. Ms. Trisha Baker so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

## **Consolidated Expense Report**

Ms. McCarville stated that July was the beginning of the fiscal year and all lines are in good shape. Line 235 Salaries-Substitutes is at 21.7% spent as new circulation and reference substitutes were trained. A budget adjustment is necessary for Line 280 Worker's Compensation as we were billed higher than expected. This is an annual cost. We are audited each year for certificates of insurance, and after the audit we may receive a refund to apply to the cost. Ms. Trisha Baker questioned Line 470 Insurance. Ms. McCarville explained that covers the building insurance, errors and omission and the bookmobile thru Middle Cities. There were no further questions.

Ms. McCarville reviewed the July 2025 Zael expenditures, noting that expenses are in line with what we expected them to be. Line 321 Books-Juvenile spent \$3,955.91 in July, roughly 19.8% of their budget. The first order of the new fiscal year is a large one as costs included books backordered from the previous year. There were no questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS General Fund revenue report thru July 2025. Current Local Taxes totaled \$313,701.82, 11.2% of budgeted amount. Line 123.5 SCF Disbursement was budgeted at \$10,000 but ended up \$20,000. Tri-Star Trust will set up an auto-withdrawal of interest, not including the principal amount. Line 140 Penal Fines totaled \$218,486.04 which was higher than expected. Ms. Keenan-Lechel questioned where the excess funds will go. Ms. McCarville said it may be applied to an overspent line or just go back into FundBalance to be spent the following year. There were no further questions.

She then reviewed Zael revenues for July 2025. Line 130 Book Fines, Fees, Etc. received \$316.54. Penal Fines are spread out by population and Zael gets a portion as well. There were no questions.

## **SAFETY COMMITTEE**

Ms. Keenan-Lechel advised the committee has not met.

## **FINANCE COMMITTEE**

Ms. McCarville advised that the committee should meet early October and the recent audit will be presented at the October board meeting.

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## **BUILDING COMMITTEE**

Mr. Michael Foust met with Facilities Manager Garrett Schmidt and toured Hoyt, Butman-Fish and Wickes libraries last week. Overall the buildings are in good shape. Hoyt mezzanine ceiling has damage due to a drain tray leaking and will require repair. Basement windows on the front of the building are wood framed and are getting old. Also, the large window will require scaffolding to paint it and that may take care of the problem. The lower windows may need replacement due to excess moisture from snow buildup. Wickes needs an update to the fire alarm and the bike rack in front needs replacement which should be bolted to cement. Some sidewalks are raising due to tree roots and may need attention. Butman-Fish is in good shape. The retaining wall out back leans, and soil behind the wall may wash down. That was the only thing that needs attention. Ms. McCarville said there is money in the budget to cover these costs.

## **PERSONNEL COMMITTEE**

Ms. Diane Kloc advised that the committee interviewed two very qualified candidates for the vacant trustee position and chose Mr. Chris Giroux. This requires school board approval and is on the agenda for a meeting in September.

## **DIRECTOR'S REPORT**

Ms. McCarville advised we will be switching circulation to Polaris which will go live in February 2026. Training will start at the end of September. Thomas Township Library joined VLC and now has reciprocal borrowing privileges. United for Libraries has good workshops. She is scheduling a library policy retreat for September 27 from noon-3 and everyone is welcome to participate. This workshop can be viewed in our Computer Training Center, watched from home and will also be recorded for viewing later. She indicated that we may need a new policy on how we use AI. Ms. McCarville reminded everyone that Butman-Fish has expanded their hours and will be closing now at 8 p.m. instead of 7 p.m. Audio Central has updated the alarm system at Butman-Fish and Hoyt and will start on Wickes next. Ms. Trisha Baker asked about how cuts in funding will affect MSU Extension's Tai Chi classes. Ms. McCarville said we will wait to see. She then reviewed the highlights at the branches and reviewed the latest statistics.

## **OLD BUSINESS**

The Strategic plan review will be held at Hoyt September 18<sup>th</sup> at 5:00 p.m. Ms. Kloc requested everyone review Chapter 4 in the Trustee Manual prior to this meeting. This meeting will be only for the Strategic plan review, goals and activities. The next phase is implementation, then the finishing process.

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## **NEW BUSINESS**

### **Trustee Manual**

Ms. Baker's review of Chapter 3 consisted of a power-point quiz for the board on policy review. As Chapter 4 is required reading prior to the September meeting, it was decided that Ms. Keenan-Lechel will review Chapter 5 of the manual for the October meeting.

### **Employee Handbook Approval**

Ms. McCarville stated that the main change was to make the handbook shorter. The sick leave section is updated so all employees receive leave. It now includes the bereavement leave policy as stated in the union contract. Both the mission and vision statements need to be updated. There was discussion on use of personal vehicles for business use. Ms. McCarville said it is up to each individual to make sure their own personal policy includes coverage for their personal vehicle for company purposes. Ms. Hopkins pointed out that the Substance Free section should mention "marijuana" now that it is decriminalized. The policy states, "This includes the use of cigarettes, electronic cigarettes, vaping devices and any other tobacco or nicotine products" and should also include marijuana specifically. Ms. McCarville said even though it states "no smoking" this can be added. There was also clarification on the Open Door Policy. Ms. McCarville advised she will now send the handbook to the attorney for final review. She requested the board vote today as any changes will be minor and not change the intent. She will run the handbook past the board after the attorney review.

The President entertained a motion to approve the proposed Employee Handbook with the proposed changes including adding new vision and mission statements. Ms. Sarah Keenan-Lechel so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

Ms. Keenan-Lechel requested the strategic planning committee send out information prior to the September meeting. For the September meeting, please review Chapter 4 of the Trustee Manual. The next scheduled board meeting will be held October 16, 2025. Chapter 5 of the Trustee Handbook will be reviewed. The meeting adjourned at 6:06 p.m.

Respectfully submitted,

Sarah Keenan-Lechel  
Secretary

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