



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on December 20, 2018, at 5:03 p.m., at the Zauel Memorial Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Diane Kloc, and Mr. Ralph Martin. Mr. Bob Johnson and Ms. Jeanne Lesinski were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville, Mr. Garrett Schmidt and Ms. Patricia Speight.

PRESENTATION OF AGENDA

The President asked all present to review the agenda. No additions or corrections were requested.

PUBLIC COMMENTS

Ms. Karen Lawrence Webster, president of Delta Sigma Theta Sorority did a presentation on the chapter programs they offer. She stated that they had reserved the meeting room at Hoyt Library for the first Saturday of each month for the entire year, but were notified that library programming has caused the room to be unavailable for the first 6 months of 2019. She feels that they are being treated unfairly and did not care to be notified by email. Ms. McCarville added that the room is available later in the day, but library programming takes priority for the room. There was discussion and review of the existing Meeting Room Policy and Terms of Use. Ms. Clark advised that she will discuss this issue with Ms. McCarville.

APPROVAL OF MINUTES

The President asked all to review the minutes of the November 15, 2018 meeting.

The President entertained a motion to approve the minutes of the November 15, 2018 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Melissa Garcia seconded the motion. The motion carried unanimously.

IT UPDATE

Garrett Schmidt advised that the new security camera system is now finished, replacing outdated, 10 year-old equipment at the 3 city branches. There are 41 cameras in total that record only on motion, with a 90-day retention. We now have the latest in high tech equipment. The project totaled \$72,000, and the library qualified for erate and received \$60,000 in reimbursement. He advised that we partner with Saginaw Public Schools for the fiber network and have back-up for the system. There were no questions.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated December 3, 2018 covering checks numbered 78546-78651, written from November 2-30, 2018, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated December 3, 2018 as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of November 2018. She stated that 5 months into the fiscal year salaries are at 41% spent, right where we expect them to be. The Substitute Line is 52% spent, but since Hoyt is closed for a month she believes this will even out. Ms. McCarville advised that the insurance lines will need an adjustment. Line 510.1 Marketing is 98.6% spent, as items for the Chamber After Hours event were included. There were no questions. She then reviewed the Zael Expenditure Report noting that they are in good shape with their salary lines at 32.6% spent. The rest of their lines are where we expected them to be. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS revenue report. She pointed out that in Line 110 Current Local Taxes, things have slowed way down but we have received 96.7% of what was budgeted. Line 151 MPSERS UAAL Funding was budgeted at \$82,000 but we received \$87,750.23. She stated that all revenue lines look good. There was discussion on the MPSERS UAAL process. Ms. Speight said we have 9 staff members covered by MPSERS. There were no further questions. Ms. McCarville reviewed the Zael Revenues noting that Line 133 Universal Service Fund was budgeted for \$3,500 and we have received \$8,937.97. All revenues look good here as well. Ms. McCarville advised that Zael's budget is finalized in February so much of the paperwork has to be estimated. There were no questions.

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

COMMITTEE REPORTS

Ms. Pamela Clark spoke on behalf of the Finance Committee, regarding the December 2018 Investment Policy Statement for the Public Libraries of Saginaw. She stated that these are investment guidelines to be used by Merrill Lynch. This Statement outlines all things they can and cannot do. It is a basic summary. All funds are now with Merrill Lynch except payroll and some funds at Huntington Bank. The Finance Committee recommends the policy be accepted as written, and it has been reviewed by Yeo & Yeo for the proper use of funds.

The President entertained a motion to accept the Investment Policy Statement for the Public Libraries of Saginaw, December 2018 as presented. Mr. Ralph Martin so moved with a second by Ms. Diane Kloc. The motion carried unanimously.

DIRECTOR'S REPORT

Ms. McCarville advised that we offer book reviews on our webpage and facebook too. We are looking for reviewers. If interested, please contact her, or jharden@saginawlibrary.org. The Great Lakes Bay Region STEM passport was shown. Ms. McCarville noted that various communities are promoting STEM in the Great Lakes Bay area and we are partners in this program. She then mentioned that there is a lot of work in progress at Hoyt. Butman-Fish has a new boiler and needs a new air handler unit. She discussed the STARS Wrap opportunity. Ms. McCarville announced that we have received a YALSA Grant from the ALA for outreach programming at the juvenile detention facility. This is a nationwide grant. The statistics were reviewed as well as various branch programming. There were no questions.

OLD BUSINESS

Strategic Plan

Ms. McCarville advised that there are no updates at this time. She is working on setting up a meeting with the committee members and the facilitator which will be at the end of January or early February. There were no questions.

NEW BUSINESS

There was no new business.

Trustee Manual Review – Chapter 8

Ms. McCarville advised that the IT portion had been covered earlier in the meeting with Mr. Schmidt. She added that APS provides janitorial service at the branches. There is a procedure in place to report requests for maintenance and professional help is brought in as needed.

The meeting adjourned at 6:11 p.m.

Respectfully submitted,

Ralph Martin, Secretary
