



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Treasurer, Cecelia Hopkins, called the Public Libraries of Saginaw board meeting to order on Thursday, December 18, 2025 at 5:07 p.m., at the Hoyt Main Library. Board members present were: Ms. Pamela Clark, Mr. Michael Foust, Mr. Chris Giroux, Ms. Cecelia Hopkins, and Ms. Sarah Keenan-Lechel. Ms. Trisha Baker and Ms. Diane Kloc were absent. Ms. Karen Butler and Ms. Maria McCarville from the Public Library were present. Mr. Eric Palmer from the Mideastern Michigan Library Cooperative was also present.

PRESENTATION OF AGENDA

Treasurer Cecelia Hopkins asked all attendees to review the agenda. Ms. Clark asked that Mr. Palmer's presentation be moved up in the agenda.

Ms. Pamela Clark motioned to move the presentation by Mr. Eric Palmer first on the agenda. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

There were no other additions or corrections to the agenda.

MIDEASTERN MICHIGAN LIBRARY COOPERATIVE

Mr. Eric Palmer informed the board that MMLC provides advocacy for all types of libraries. Their board meets 3 times a year in person. He provided an information sheet on MMLC offerings and explained State Aid Funding. They have meetings with a consultant to do a strategic plan. More information is available at www.mmlc.info.

PUBLIC COMMENTS

There were no public comments

APPROVAL OF MINUTES

The Treasurer asked all to review the minutes of the October 16, 2025 meeting.

The Treasurer entertained a motion to approve the minutes of the October 16, 2025 Library Board meeting as presented. Ms. Pamela Clark so moved. Mr. Mike Foust seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the October-November 2025 check register. Checks were numbered 83775-83864. Ms. McCarville highlighted check 83687 to Baker & Taylor for \$14,878.38, noting that they are now shut down and out of business. We now use Ingram and are getting caught up with ordering. Check 83830 to Basic Benefits for \$186.80 which covers payroll processing, FMLA and COBRA. Ms. Keenan-Lechel questioned Kiwanis membership. Ms. McCarville explained that we have 2 staff that are members, which we use for community outreach. There were no further questions.

Online payments for October-November 2025 were reviewed. Ms. McCarville highlighted check 2311 to Bottom Line Accounting for \$218.75 for transiting moving from FundBalance to Sage 50, and check 2320 to Patrick Andrews for \$1,270.00 for janitorial services at Butman-Fish and Wickes. There were no questions.

Ms. Pamela Clark moved to approve the October-November 2025 checks list and online payments as presented. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures for November 2025. Current month expenditures are \$196,330.37, 34% of budget. She stated we are on track with everything. Line 235 Salaries-Substitute are at 62.5% of the budget already and we will be doing budget adjustments at the next meeting. Ms. Clark questioned Line 280 Worker's Compensation. Ms. McCarville said it was an annual payment and will be addressed. There were no further questions.

Ms. McCarville reviewed the November 2025 Zauel expenditures. Line 235 Substitute Salaries is 44.4% spent. Mr. Mike Foust questioned Line 280 Worker's Compensation. Ms. McCarville said it is paid annually. There were no further questions.

Revenue Report

Ms. McCarville reviewed the PLOS General Fund revenue report thru November 2025. Line 110 Current Local Taxes is at \$2,739,971.70 which is 97.9% of the budgeted amount, which is our largest source of income. Line 110.1 Payment in Lieu of Taxes received more than was budgeted and is at 133.5%. There were no questions.

She then reviewed Zauel revenues for November 2025. Line 197 Contract Contributions is at 25% received. One payment has been made with a 2nd payment due soon. There were no questions.

PERSONNEL COMMITTEE

Ms. Sarah Keenan-Lechel voiced congratulations to Maria on her new position. Ms. Clark, Ms. Kloc and Ms. Keenan-Lechel have met with Maria to discuss going forward. Ms. Karen Butler and Mr. Garrett Schmidt were suggested as Co-Interim Director's in Ms. McCarville's absence. There is full trust in their abilities to carry out defined job duties and they will be recognized with compensation to do so.

Ms. Keenan-Lechel motioned to accept Ms. Karen Butler and Mr. Garrett Schmidt as Co-Interim Director's in Ms. McCarville's absence as stated above. Ms. Pamela Clark seconded the motion. Further information will be brought to the next meeting in January. The motion carried unanimously.

Ms. Keenan-Lechel advised that there will be a Personnel Committee meeting on January 7, a zoom meeting with potential search consultants for pricing and information. They are planning a budget of \$20,000-\$30,000 and will share this with the full board at a meeting on January 8. The search firm provides a job listing, search, applicant interviews, background checks, etc. It is the board's responsibility to hire a new director, and they want the best candidates for the job. The committee will also look at the current job description to see if updates are necessary. The next board meeting, on January 8, 2026 will be to review the job description, hire a consultant and decide on a budget. The meeting will be held at Hoyt Library in the Mezzanine Meeting Room at 5:00 p.m.

DIRECTOR'S REPORT

Ms. McCarville spoke about the Michigan Library Finder, an online tool to help Michigan residents locate public libraries throughout the region. She also reviewed the programs happening at the branches. There is no update on the elevator replacement start date as of today. The elevator will be out of commission for about a month, and we will begin advertising when we have defined dates from the company. She then advised that the bookmobile is working with Henry Doerr school and is expanding outreach. There were no questions.

OLD BUSINESS

Strategic Plan

The full Strategic Plan Dashboard was provided to the board. It contains information on key metrics, progress by goals, activity status, etc.

NEW BUSINESS

Trustee Manual Chapter 5

Ms. Sarah Keenan-Lechel presented the chapter on Funding. She provided a Q&A forum so each person present could test their knowledge on a variety of funding statements. Ms. Pamela Clark will review Chapter 6 of the manual on Budgeting in February.

January 7, 2026 – The Personnel Committee will meet via Zoom with search firm consultants.

January 8, 2026 – There will be a Board meeting in the Mezzanine Room at Hoyt at 5:00 p.m. to choose a consultant, review the job description and decide on a budget for the search for a new director.

February 19, 2026 is the next regularly scheduled library board meeting.

The meeting adjourned at 6:27 p.m.

Respectfully submitted,

Sarah Keenan-Lechel
Secretary
