



---

# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board Vice Chair, Ms. Trisha Baker, called the Public Libraries of Saginaw board meeting to order on Thursday, December 19, 2024 at 5:00 pm, at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pam Clark, Mr. Michael Foust, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel and Mr. Ralph Martin. Ms. Diane Kloc was absent. Ms. Karen Butler and Ms. Maria McCarville from the Public Library were also present.

## **PRESENTATION OF AGENDA**

Vice President Trisha Baker 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 Vice President asked all to review the minutes of the October 17, 2024 meeting.

The Vice President entertained a motion to approve the minutes of the October 17, 2024 Library Board meeting as presented. Ms. Pam Clark so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. McCarville reviewed the October-November, 2024 check register. Checks were numbered 83309-83392. Ms. McCarville highlighted check 83320 to ProQuest for \$5,958.80, which paid for all branches with remote access to the Ancestry Database. Check 83389 to Teachout for \$324.00 was for weekly guard service at Zauel. There were no questions.

The Vice President entertained a motion to approve the PLOS October-November check registers as presented. Mr. Ralph Martin so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

---

## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS expenditures for November 2024. A total of \$260,326.08 was spent. Line #563, Delivery Service, includes Reliable Delivery who moves items between the branches. Ms. Clark questioned the B-F carpet project cost. Ms. McCarville explained the initial estimate was higher, but the actual cost was less. Ms. McCarville will correct the percentage columns that have not tabulated. There were no further questions.

Ms. McCarville reviewed the November 2024 Zauel expenditures. Total expenses were \$52,132.88. Zauel is spending less on physical audio and spending more on downloadables. Ms. Baker questioned Line #714 Data Processing Cat. Ms. McCarville said cataloging needed new bar codes which are re-ordered once every few years. A budget adjustment will be needed. There were no further questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS General Fund revenue report thru November 2024. Current month revenues total \$29,857.71. Current month Current Local Taxes totaled \$26,936.77. Overall, revenues total \$88.2%. There were no questions.

She then reviewed Zauel revenues for November 2024. Line 130 Book Fines & Fees collected \$177.95, 91.5% of budgeted amount. There were no questions.

## **PERSONNEL COMMITTEE**

Ms. Keenan-Lechel advised that she, Ms. Pam Clark and Ms. Diane Kloc have met as the Personnel Committee several times. They are updating the evaluation for Ms. McCarville and the Board. Ms. Kloc is drafting the new evaluations and will have it for the February meeting. Ms. Keenan-Lechel requested everyone bring a device to the meeting to review them. The committee missed extending Ms. McCarville's contract which was up in June. She proposed a one year extension now to cover her. There was some discussion.

The Vice President entertained a motion to extend Ms. McCarville's current employment contract from August 1, 2024 – July 31, 2025 under the terms of the current contract. Mr. Ralph Martin so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

## **DIRECTOR'S REORT**

Ms. McCarville stated that we are still trying to determine the new sick leave and salary law. Going forward we will know what to do with the budget. Our payroll company can track sick time. Current staff get front loaded sick time now. We are hoping for some clarification from the state. A concern is that we cannot ask for a doctor's note, however

---

the SEIU contract states a note is required – also they have to give notice if not coming to work. The new law says that is not necessary. The implementation is difficult to understand.

She then spoke about strategic planning volunteers. Ms. Cecelia Hopkins, Mr. Mike Foust and Ms. Diane Kloc's names were volunteered. Ms. McCarville has proposals and quotes from some companies that offer this service. An initial survey was done in March and this survey compiled by students from University of Michigan focused on community that are not regular library users. That survey was presented at the meeting. Ms. McCarville suggested that a Board Retreat, Staff Retreat, Community Input would all be included in the process. Hopefully by this time next year it would be completed.

She then reviewed activities and programs offered at the branches, noting that we are now working on the Winter and Summer Reading Programs. The bookmobile is also busy. She stated that Audio Central is scheduled to work on the alarm panel beginning December 16. Butman-Fish's library of things includes Stay Sharp Kits that are available for check-out. They are currently in use in at least one senior living and memory care center to engage their residents. Ms. McCarville said she has ordered additional items for the Library of Things with ARPA funds.

Ms. McCarville advised that the SEIU had filed an Unfair Labor Practice against the library for information they requested on bereavement absences that the library had not been tracking. SEIU refused mediation. Within 3 days of the request, bereavement leave tracking was put in place. The Administrative Law Judge heard the case and the SEIU has withdrawn the charge against the library.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **June 2025 Board Meeting Date Change**

The new SEIU contract, approved in August 2024 included June 19 (Juneteenth) as a holiday. The regular 3<sup>rd</sup> Thursday of the month Board meeting would fall on that holiday. There was some discussion.

The Vice President entertained a motion to move the June 2025 meeting to the 2<sup>nd</sup> Thursday of June (June 12) as the revised meeting date. Ms. Pam Clark so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

## **Strategic Plan**

Ms. McCarville provided the results from the University of Michigan School of Information, showing 97% of people surveyed were either somewhat or very satisfied with the library. The entire survey was presented which drew interest and discussion. Ms. McCarville would like to increase the operating hours at Butman-Fish Library in the next fiscal year. She would also work with the Michigan students to do some one-on-one interviews. Ms. McCarville was requested to provide the power point survey electronically to the Board, which were pleased with the report and had favorable comments.

The next meeting will be held February 20, 2025.

Respectfully submitted,

Sarah Keenan-Lechel  
Secretary