



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 December 21, 2023, at 5:02 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Trisha Baker, Ms. Pamela Clark, Ms. Sarah Keenan-Lechel, and Mr. Ralph Martin. Ms. Cecelia Hopkins and Ms. Diane Kloc were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Beth Lasky and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda.

Ms. Keenan-Lechel requested the addition of "Millage Committee" be added to New Business.

PUBLIC COMMENTS

No public were present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the October 19, 2023 meeting.

The President entertained a motion to approve the minutes of the October 19, 2023 Library Board meeting as presented. Mr. Ralph Martin so moved, and Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the October-November, 2023 PLOS checks list, covering checks numbered 82712-82837. She highlighted check #82741 To Artigiano for Programming, #82771 to Joan Aguilera for mileage, and #82821 to Konika Minolta for copiers at Hoyt, Butman-Fish and Wickes. Ms. Schneider Branch questioned #82829 to Reliable Delivery, asking if their rates varied much. Ms. McCarville said the delivery service rates

are stable and consistent. Online payments were reviewed #2035-2073. Payment #2063 to Verizon is for a cell phone for the bookmobile. There were no questions.

The President entertained a motion to approve the PLOS October-November checks and October-November online payments as presented. Mr. Ralph Martin so moved and Ms. Trisha Baker seconded the motion. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of November 2023, noting there would be budget adjustments later in the meeting. Line 440 Grounds Maintenance is 80.5% spent. Salaries equal 37% and Benefits equal 30% of their respective budgeted amounts. Ms. Schneider Branch questioned Line 534 Staff Training. Ms. McCarville advised there are more opportunities for in-person events now. Three staff attended the MLA conference and she feels staff development opportunities that relate to your job are good. Two staff plan to attend the PLA conference in 2024. There were no further questions.

Ms. McCarville reviewed the November 2023 Zauel expenditures, advising that their expenditures are right on target. Line 321 Books-Juvenile is 47.3% spent. All other lines are where we expect them to be. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS November 2023 report, noting that Line 110 Current Local Taxes received \$24,032.94 this month, and is at 108.7% received. There was nothing significant or unusual regarding other revenue lines. There were no questions.

The Zauel revenue report for November 2023 was reviewed. A total of \$1,603.21 was received. Line 131 Copy Machines totaled \$96.10, 25.1% of the budgeted amount. All other revenue lines are where we expect them to be. There were no questions.

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville advised that Jazz on Jefferson will not be held this year due to major construction in the spring and summer. There will not be enough spaces for parking and there is a concern for safety. It is possible other events involving jazz may be held. The PLOS Holiday Party was a good one. Ms. McCarville spoke about the increasing demand for ebooks, and pointed out the new signage for the building and parking lots at Hoyt. We will also be holding a Winter Reading Program beginning in January, and Meijer on Tittabawassee has provided gift cards as prizes. Ms. McCarville explained that

the bookmobile has made stops earlier today and then reviewed programs and events at the various branches. There were no questions

OLD BUSINESS

There was no old business.

NEW BUSINESS

Budget Adjustments

Ms. McCarville reviewed the provided budget adjustments for Hoyt, Butman-Fish and Zauel Libraries, going line by line providing information for increasing and decreasing each account.

The President entertained a motion to approve the December 21, 2023 Budget Adjustments as presented. Mr. Ralph Martin so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

Beth Lasky – Bookmobile

Ms. Lasky stated that she has commitments for 8 stops for the bookmobile currently, and possibly 4 more beginning in January with hopes for quite a few more. Hoyt Rehab and the YMCA were 2 stops today. She advised that she attended many summer events and will be partnering with the CAN Council's vehicle, which allows us to take advantage of our services with them. People can sign up for cards and check out and return books at the bookmobile. She asked the Board for suggestions for additional stop suggestions. Mr. Martin suggested First Ward and gave the contact information for Rob Brown, their CEO. Ms. Schneider Branch suggested the Hunger Solution Center, Mustard Seed, and another suggestion was the Art Museum for family craft days. Ms. Lasky handed out her business cards for any other suggestions.

Proposed Holiday Schedule 2023-2025

The updated holiday schedule was presented for approval. Ms. McCarville added that union contract negotiations are coming up and part of the give-and-take may include an additional holiday as a bargaining tool. There were no questions.

The President entertained a motion to approve the proposed 2023-2025 Holiday Schedule as presented. Ms. Pamela Clark so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

MERS Health Care Savings Plan

Ms. McCarville explained that at hire, you must make a decision on your contributions, and now IRS regulations state that you cannot make any changes to the plan. She believes that this did not achieve the purpose for employees. MERS has a plan for every

full-time employee that contributes the same with an equal employer match. This has been budgeted for already. PLOS puts in \$25.00 per F/T staff and each F/T employee puts in the same amount in their Health Care Savings Plan. There are currently 11 F/T employees. This is a good benefit as there is no post-retirement health care benefit. After 10 years you can collect your full amount. If you leave employment sooner, you only collect what you have contributed. There were no questions.

The President entertained a motion to approve the proposed MERS Health Care Savings Plan amendment. Mr. Ralph Martin so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

Millage Committee

Ms. Sarah Keenan-Lechel proposed creating a millage committee for the renewal, which will be on the August 2024 ballot. The Friends of the Library will financially support this millage. No funds from the library can pay for any part of the millage. There was discussion. A flyer for staff will be available. Ms. McCarville said our Library Law Specialist is on the conservative side of this and there can be informational conversation only. This will be a renewal only, nothing additional. Ms. Pamela Clark agreed to serve on this committee. Ms. Sarah Keenan-Lechel said she and her husband will both serve as well. Ms. Ann Schneider Branch will reach out to Jo Brownlie with the Friends to have this put on their next meeting agenda. Ms. McCarville said the language for the ballot will be due mid-May.

Ms. McCarville provided a copy of the Strategic Plan 2023-2024 which was put into place pre-Covid. She would like this to wrap up by June, get through the millage and then re-group and look forward again for another 3-year benchmark compared to 2019.

The next meeting will be held February 15, 2024.

All were wished Merry Christmas and Happy Holidays.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Trisha Baker

Secretary
