
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Vice President, Ms. Ann Schneider Branch, called the Public Libraries of Saginaw Board Meeting to order on February 15, 2018, at 5:08 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Tina Gutierrez, Ms. Diane Kloc, Mr. Bob Johnson and Mr. Ralph Martin. Ms. Pamela Clark and Ms. Melissa Garcia were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight.

PRESENTATION OF AGENDA

The Vice President asked all present to review the agenda. It was requested to add "Fundraising Committee" under Committee Reports.

PUBLIC COMMENTS

There were no public present.

APPROVAL OF MINUTES

The Vice President asked all to review the minutes of the January 18, 2018 meeting.

The Vice President entertained a motion to approve the minutes of the January 18, 2018 Library Board meeting as presented. Ms. Tina Gutierrez so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated February 9, 2018 covering checks numbered 77664-77761, written from January 18-30, 2018, highlighting a number of items. There were no questions.

The Vice President entertained a motion to approve the checks list dated February 9, 2018 as presented. Ms. Tina Gutierrez so moved, with a second by Mr. Bob Johnson. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through January 2018. She advised that everything is right on target. Snow removal totals \$20,159, which is 74.7% of the budgeted amount. Salaries equal 57.63% of their budgeted amount, or 24.43% of the total budget. Ms. McCarville indicated that an adjustment will be made to clear the overage on the Pribil account, Line 541. There was some discussion regarding the usage of the Pribil funds. There were no further questions. Zauel's expenditures for the insurance lines were budgeted too close and may need an adjustment for this as well. Other lines are on target as expected. There were no questions.

Revenue Report

Ms. McCarville reported that revenues are as expected. Line 153 MPSERS – 3% Healthcare will be addressed further under New Business. There were no questions. Zauel's revenues are where we expected them to be. She pointed out Line 141 Fax Fees are at 65.9% received, even after the costs were lowered last year. There were no questions.

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

COMMITTEE REPORTS

Building Committee – Ms. Schneider Branch advised that we have received the masonry and roof final reports, but are still awaiting the mechanical report results. The building is in dire need of many repairs. The roofing project will start in spring. Ms. McCarville advised that Beyer Roofing has put additional heat tape down the gutters to help with freezing and will keep the gutters open and water flowing away. Ms. Schneider Branch wants to have a Building Committee meeting. Ms. McCarville advised that AKT Peerless has done testing on organic materials in the building as several places have mold. Ms. Schneider Branch will also tour Butman-Fish soon and head over to Wickes as well.

Fundraising Committee – Ms. Clark, Ms. Schneider Branch and Ms. McCarville have been meeting to complete an application for an Historic Preservation Grant. Mr. Tom Trombley advised that in 1977 Hoyt Library became part of the national historic register, a 133 page document that shows Hoyt Library as a local significance, not nationally significant. Due to this information Hoyt does not qualify for this grant. Ms. McCarville said we can apply for this grant next year if funds are still available after the historic register is contacted to review the Hoyt building and update the status. Ms. Clark will be setting up appointments with foundations.

DIRECTOR'S REPORT

Ms. McCarville spoke about the recent tragedy in the Jefferson One building which brought security to mind. The Police Department was thanked for their prompt response. We are partnering with the SPD mobile free library, taking donated books and sharing them with the Police, helping interactions with children or teens to alleviate stress in a positive way. Ms. McCarville advised that we have received 2 Dollar General grants which will help with the

Summer Reading Program. She also noted the Virtual Attendance at meetings topic. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

MPSERS Budget Adjustment

Ms. Speight reported about the 3% Health Care return to MPSERS members, noting that we have 14 retired and 12 active MPSERS members on staff. Funds have been received for this disbursement. Board approval is requested to approve the line item off-setting entries to both Revenue and Expenditures, which will have a zero effect on the budget and balance sheet. There was no discussion.

The Vice President entertained a motion to approve the MPSERS Budget Adjustment as requested. Mr. Ralph Martin so moved with a second by Ms. Tina Gutierrez. The motion carried unanimously.

Trustee Manual – Chapters 1 & 2 Review

Ms. McCarville advised that budget season is coming up. The new website is moving along and the new site will be completed soon. She then advised that we have a strategic plan, however it needs too much work to just adapt to it, so we will be starting fresh. The Board needs to do some strategic long range planning. There was discussion that there is not enough interaction with the Friends of the Library Board. It was suggested that one the Friends Board could attend a library Board meeting, and perhaps some library Board members could join the Friends group too. Library Board responsibilities were reviewed. Ms. McCarville said that the Bylaws need to be kept current. She will forward copies to everyone. She mentioned that all Board members are protected by liability insurance. The reading assignment for March will be Chapter 3.

The Vice President entertained a motion to adjourn the meeting. Ms. Tina Gutierrez so moved. Mr. Bob Johnson seconded the motion. The motion carried unanimously.

The meeting adjourned at 6:14 p.m.

Respectfully submitted,

Ralph Martin, Secretary
