



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 February 16, 2023, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc and Mr. Ralph Martin. Ms. Trisha Baker was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Mr. Garrett Schmidt. Ms. Maria McCarville was present via Zoom.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda. There were no additions or corrections to the agenda.

PUBLIC COMMENTS

There was no public present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the October 20, 2022 meeting.

The President entertained a motion to approve the minutes of the October 20, 2022 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the October 2022 – January 2023 PLOS checks list, covering checks numbered 82025-82259. She advised that check #82140-82171 was a run of checks that have been voided due to a printing error. She then highlighted several checks. Ms. Schneider Branch questioned #82117 to Yeo & Yeo for \$15,000. Ms. McCarville explained it was for the audit. Check #82202 to Valley Library Consortium for \$14,783 was for data processing, a quarterly invoice.

The President entertained a motion to approve the PLOS October 2022 – January 2023 checks list as presented. Ms. Diane Kloc so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of January 2023. She explained that our Accountant did not get a chance to complete salary and benefit lines. We have experienced inconsistencies from what Basic (3rd party administrator) has reported. Ms. McCarville said we are not over on any line, but did not want to give inaccurate information without the Accountant finishing the reports. As soon as corrected information is done, she will forward current updates. The January 2023 report was reviewed. Line 320 Adult Books is 50% spent. Line 617 Grants shows current month expenditures of \$136,456.19 reflecting the pay-off for the bookmobile. We have received reimbursement from the Library of Michigan for this. Total expenditures for PLOS are \$227,270.75. Mr. Martin questioned if any items in the redacted area were suspect. Ms. McCarville said no. Basic reports do not balance and so accurate information is not available. We are looking for a different provider. Ms. Clark arrived at 5:10 p.m. Line 534.1 Staff Relations is overspent and a budget adjustment is provided. Line 712 Data Processing is 82.5% spent and Line 509 Computer Equipment is at 89% spent. Ms. McCarville feels both lines are good. There were no further questions.

Ms. McCarville reviewed the January 2023 Zael expenditures. Current month expenditures were \$19,003.55. Again, the salary and benefit lines will be corrected and forwarded. Line 461 Security Guard Service expenses were \$1,121.24. Ms. Schneider Branch questioned Line 280 Worker's Comp. Ms. McCarville said it was an annual payment. She also mentioned that the annual budget meeting with Saginaw Township went well. Line 420 Furniture & Equipment contains an error in the balance available line and will be corrected. There is also a budget adjustment for Line 570 Auditing & Accounting Expense. There were no further questions.

Revenue Report

Ms. McCarville reviewed the PLOS January 2023 report. It was noted that the date listed was incorrect. Line 110 Current Local Taxes is at 102.6% received. All other revenues are where we expect them to be. It was noted that the Saginaw Township contract Line 171, is received as 3 payments during the year. It was also noted that the Heidenberger Trust Line 122.4 has generated larger than expected revenues. Ms. Kloc asked for an update on Line 191 Processing Data Entry. Ms. McCarville said it would be included in a payment from the Township in May or June.

The Zael revenue report for January 2023 was reviewed. Current month revenues total \$912.71. Line 141 Fax Fees has generated \$171.34. Ms. Schneider Branch questioned Line 170 Contract from MMLC. Ms. McCarville said the payment was received late and was not recorded in the current year. There were no more questions.

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville stated that December and January were good months for the library. She met last week with representatives from the City regarding \$20,000 in ARPA funds the library was approved for. They are working on how to do reporting guidelines. Our ordering will be simple – we spend the money and the City will reimburse us. Ms. McCarville explained that we are still waiting to hear from the County on additional ARPA money. She heard we are approved for \$20,000 but have not received any details yet. The Great Lakes Odyssey project speaker series is being formed. Brian Lechel from the Saginaw Parks & Recreation Commission will speak April 29th. Ms. McCarville then reviewed programs happening at the various branches. She also noted that the State Aid to Public Libraries report has been submitted. Attention was also drawn to the Library of Michigan Virtual Millage Series beginning March 9th and the Michigan Library Association Intellectual Freedom Fact Sheet included in the Board packets. Ms. McCarville informed the Board about inconsistencies with Basic, our third party administrator for payroll. Recent 1095 forms they sent that contained a data breach. Basic will not provide credit monitoring, but will reimburse \$160.00 for the mailing. We are looking for a new provider.

OLD BUSINESS

2022-2024 Holiday Schedule Correction

Ms. McCarville advised that in 2023 Christmas Eve is on a Sunday and is an actual holiday for the library. We will observe it on Tuesday (December 26, 2023) instead.

Mr. Ralph Martin moved to approve the Revised 2022-2024 Holiday Schedule as presented. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

NEW BUSINESS

Budget Adjustments

Ms. McCarville reviewed adjustments for Hoyt Library, increasing Line 461 Security Guard Service, Line 505 Computer Supplies and Line 534.1 Staff Relations. For Zael

Library, Line 533 Programs and Line 570 Auditing and Accounting Expense were both increased. There were no questions.

Mr. Ralph Martin moved to approve the Budget Adjustments as presented. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

COMMITTEE REPORTS

No committees have met.

Library of Michigan's Virtual Millage Series

Ms. McCarville stated that she has contacted Janet Santos at City Hall regarding election schedules. There may be a spring ballot, but for sure one in August 2024 and again in November 2024. We are looking at renewing our library millage next year. She asked the Board to come together at Hoyt or individually at home to take advantage of the millage information provided virtually, all on Thursdays, beginning March 9th. Ms. McCarville explained that we will be asking for a renewal only, no increase, and she feels this will work. Ms. Clark asked if we will be going for the August ballot, and Ms. McCarville said we will, or earlier if there is a spring ballot.

Proposed Vehicle and Driver Safety Policy

Ms. McCarville stated that funds were included in the budget for a Library Assistant or Librarian to drive the vehicle along with a Page or Monitor, always 2 persons when going out in public. She reviewed the details in the proposed policy. There is no need for a commercial license or certification. We will have training for defensive driving, including no cell phone usage while driving. If a licensed driver has their license revoked they must notify the library immediately. Depending on the type of violation, the driver may have their employment terminated. The Policy states that the employee understands that we will be checking their motor vehicle report. The Secretary of State allows us to run these reports as a non-profit and not be charged for this. The vehicle will be driven by PLOS staff only. No family member allowed, and no exceptions for giving a ride home allowed. Ms. McCarville plans a soft opening in March and getting it on the road then. A tour will be provided at the next meeting in April. The vehicle is parked in the staff lot with a camera pointed at it. There was some discussion about a possible carport for element protection, and having an event with food trucks too. There were no questions.

Ms. Pamela Clark moved to approve the Proposed Vehicle and Driver Safety Policy as presented. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

Ms. McCarville highlighted the Michigan Library Association Intellectual Freedom information included in the Board packet. She mentioned that some libraries are experiencing issues with banning books, and there is good information on the last page. If you have any questions, please contact her.

The meeting adjourned at 5:57 p.m.

The next meeting is scheduled for April 20, 2023.

Respectfully submitted,

Trisha Baker
Secretary
