



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 18, 2021, at 5:02 p.m., virtually via Zoom. Board members present were: Ms. Trisha Baker, Ms. Ann Schneider Branch, Mr. Bob Johnson, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Ms. Pamela Clark was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda. Ms. Schneider Branch asked that "Personnel Committee" be tabled until next month. There were no further corrections or additions requested.

PUBLIC COMMENTS

No public was present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the January 21, 2021 meeting.

The President entertained a motion to approve the minutes of the January 21, 2021 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the January PLOS checks list dated February 1, 2021 covering checks numbered 80549-80587. She highlighted check #80557 to Cobb County Genealogical Society for \$40.00 for reference books documenting migration from the south moving north to Saginaw. Check #80560 to Downtown Saginaw Association for \$50.00 for annual membership dues, and #80587 to Yeo & Yeo for \$578.00 for a conference call with the finance committee and Mr. Youngstrom our auditor for advice regarding investment transition, and posting the accounting and payroll position. Ms. Schneider Branch questioned #80564 to John E. Green for

\$2052.63. Ms. McCarville explained that the cost was to do quarterly boiler and hvac system maintenance. She noted we are still having trouble on the Hoyt Trust side as it is cold (59 degrees today) in the office. We are holding \$18,000 retainage until they come up with a solution. There were no other questions.

The President entertained a motion to approve the January checks list as presented. Mr. Ralph Martin so moved, with a second by Mr. Mike Thompson. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS January 2021 expenditures. Line 320 Adult Books shows current month costs of \$14,777.70 which is high for one month. Book selectors are getting back into work. Total expenditures are 42.8%. Line 400 Heat and Utilities current month is \$4,930.30 which and the line is at 53.4% of the budget. Ms. Schneider Branch questioned Grounds Maintenance at 80% spent. Ms. McCarville said it was to repair damage done at Wickes, where vandals drove through the lot and it required \$3,000 in repairs. Mr. Martin asked about SRP totals in red. Ms. McCarville explained that we received a grant which added to the total funds available. There were no other questions. Ms. McCarville reviewed the Zael January expenditures highlighting Salaries Lines which is 46.24% spent. Substitute expenditures had no charges in January but will increase now that we are open and staff are taking vacation time. Line 520 Postage is the amount paid to the Mail Room for sending overdue notices. Ms. Schneider Branch questioned retirement status. Ms. McCarville said it will be close. The Zael branch head will retire in April on MPSERS and the replacement will be on the MERS plan. There were no other questions.

Revenue Report

Ms. McCarville reviewed the PLOS December 2020 report stating that Line 110 Current Local Taxes took in \$20,845.77 and is 95.9% of budgeted amount. She is encouraged by the collections. The January 2021 report was reviewed. Line 120 Grants shows \$1,575.00 from the Saginaw Arts and Enrichment Program for make and take crafts and SRP programming. Ms. Schneider Branch asked if Line 110 PPT is done for the year. Ms. McCarville stated that we should receive funds in this fiscal year from the state, but it is not always on time. There were no other questions.

The Zael revenue report for December reflects \$353,000.00 received. This is partial payment for the contract contribution from the Saginaw Township. The January report was reviewed. Line 124 Donations shows \$1,050.00 received in memory of Dottie Mull, long time president of the Zael Friends. There were no questions.

COMMITTEE REPORTS

Personnel Committee report is tabled until the March meeting.

DIRECTOR'S REPORT

Ms. McCarville said the end of January was spent preparing for the re-opening February 8. Feedback is positive and patrons are considerate and following requirements for PPE. The State Aid report was submitted in January which is an annual report covering funding, program attendance, etc. This is required to get State Aid. The State librarian said the state budget is not as dire as anticipated. Ms. McCarville stated that patrons at Hoyt are busy asking for tax forms and for tax preparation assistance. Due to Covid we are not able to allow use of our meeting rooms. All 4 branches are busy with curbside pickup, with positive responses. Ms. McCarville met with the Saginaw Township commission to review Zauel's budget. We have a good relationship and they approved the budget as presented which included the job posting for a branch head. We plan to hire branch heads for both Zauel and Hoyt, along with a payroll and accounting specialist. Ms. McCarville is optimistic we can fill these positions by early March. Mr. Martin asked about attendance. Ms. McCarville said things are manageable, but slow.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

Mr. Bob Johnson announced that he has received a promotion to be the editor of Mlive Saginaw and Bay City, with a staff of 8. He is currently an interim editor but expects to be cleared to be editor soon. The Board offered congratulations. He asked everyone to send news items to him.

The next Board meeting will be held March 18, 2021.

The meeting adjourned at 5:31 p.m.

Respectfully submitted,

Michael Thompson, Secretary
