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# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board Chair, Ms. Diane Kloc, called the Public Libraries of Saginaw board meeting to order on Thursday, February 20, 2025 at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Mr. Michael Foust, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, Ms. Diane Kloc and Mr. Ralph Martin. Ms. Pamela Clark was absent. Ms. Karen Butler and Ms. Maria McCarville from the Public Library were also present. Mr. Jack Kidwell and Mr. Dane Senkowski from Tri-Star Trust were present.

## **PRESENTATION OF AGENDA**

President Diane Kloc asked all attendees to review the agenda. Ms. Trisha Baker requested Tri-Star Trust be moved earlier in the agenda. There were no other additions or corrections to the agenda.

## **PUBLIC COMMENTS**

There were no public comments.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the December 20, 2024 meeting.

The President entertained a motion to approve the minutes of the December 20, 2024 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

## **TRI-STAR TRUST UPDATES**

Mr. Kidwell and Mr. Senkowski reviewed the 2024 Hoyt Trust and Foundation accounts with economic information, performance, and a check list for prudence in overseeing these funds for our minutes. They reviewed charts with the measure of inflation noting that the fixed income is 27-29% for both funds, providing less volatile risk for returns. He noted that risk levels for managing money have gone down with the same allocation since the library started with Tri-Star in 2020. Early results in 2025 indicate positive returns. The markets did well for us in 2024 in all classes of equity. Hoyt Trust showed gains of 11.22%. The Foundation gained similarly to the Trust with 11.2% gains with a 5% return. The Uniform Prudent Management of Institutional Funds Act check list allows the library to watch what Tri-Star is doing with investment monies. Tri-Star has stayed

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within the tolerances we requested. Funds total \$271,000 above what was initially deposited. Ms. Baker asked about the market with the new presidential tariffs and changes. Mr. Senkowski stated that the library has liquidity in case of market volatility. Funds can be transferred in a matter of days. There were no further questions.

The President entertained a motion to approve the Uniform Prudent Management of Institutional Funds Act checklist for the Saginaw Public Library Foundation as satisfactory. Ms. Trisha Baker so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

The President entertained a motion to approve the Uniform Prudent Management of Institutional Funds Act checklist for the Hoyt Trust as satisfactory. Ms. Trisha Baker so moved. Mr. Ralph Martin seconded the motion. The motion was carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. McCarville reviewed the December 2024-January 2025 check register. Checks were numbered 83393-83466. Ms. McCarville highlighted check 83393 to Amazing Engraving in the amount of \$25.00 for name tags for new staff, and check 83466 to Yolanda Rico for \$29.41 for programming supplies. There were 74 checks totaling \$230,946.74. Ms. Kloc questioned check 83443 to American Button Machines for \$10,177.80. Ms. McCarville explained it was ARPA funds purchasing button making machines for three branches included in the Library of Things.

Online payments for October 2024-January 2025 were reviewed. Ms. McCarville highlighted check 2184 to Konica Minolta for copy machines for \$123.31 and check 2185 to SAMSA for web support for \$1,125.00. She indicated that both are new online payments. As often as possible we switch to electronic payments which are easier and more secure than sending checks in the mail. There were no questions.

The President entertained a motion to approve the December 2024-January 2025 checks list and the online payment register from October 2024-January 2025 as presented. Mr. Ralph Martin so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

### **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS expenditures for January 2025. A total of \$324,225.48 was spent, 50.8% of the budget. Line 617, Grants, is 102% spent, and Line 714 Data Processing Supplies, Cataloging is 163.6% spent. Budget adjustments are needed. She advised that items not ordered annually were needed. There were no further questions.

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Ms. McCarville reviewed the January 2025 Zauel expenditures. Current month expenditures were \$67,947.08. She noted that their Line 714 Data Processing Supplies, Cataloging was also over budget, as they are charged a percentage of costs, as set by our auditors. There were no questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS General Fund revenue report thru January 2025. Current month revenues total \$79,219.62. Current Local Taxes is at 107% of budgeted amount. Line 128.5 Friends Donations was budgeted at \$1,000, and they gave \$5,000. Ms. Kloc mentioned Fax fees are down. Ms. McCarville said we encourage them to use the scanner with email, which is free. There were no questions.

She then reviewed Zauel revenues for January 2025. Current month revenues were \$1,336.47. Line 141 Fax Fees were \$134.60, far less than in the past. There were no questions.

## **PERSONNEL COMMITTEE**

Ms. Keenan-Lechel advised that the Director's evaluation form first draft is in google forms. This has already been shared with Ms. McCarville. The Board members were requested to complete the evaluation by Tuesday of next week, and Ms. Kloc will review the results with Ms. McCarville at the next meeting. The time-frame for evaluation is August 1, 2023-July 31, 2024. She mentioned that it is a long form but a good reflection of performance. Ms. Kloc will forward the document to all board members (except Mr. Foust, as he was not part of the board during that time period) by tomorrow.

Mr. Mike Foust spoke about the Strategic Plan. He, Ms. Diane Kloc, Ms. Cecelia Hopkins and Ms. McCarville met earlier this week. Additional nominations include Ms. Stephanie Reinhardt, Ms. Lynn Heitkamp and Ms. Carrie Pung. It was decided to go with Fast Forward to guide the planning process which includes; learning about the community; focus groups (8) one in Spanish; interviews with people, 30 minutes each; meeting with library staff, and 2 retreats. They will determine how to implement these phases into a strategic plan, and also assist in implementing the plan. The timeframe is 6-7 months. Ms. McCarville will reach out to Fast Forward tomorrow and set this in motion. Total cost is \$26,000 which includes travel, zoom, etc. Funds will be paid from the Foundation. There were no questions.

## **DIRECTOR'S REORT**

Ms. McCarville read a complimentary note from a patron in appreciation of the patience and knowledgeable Library Assistant, Samantha Allen. Dr. Kenneth Jolly, Professor of History and Chairperson of the Black Studies Program at SVSU presented a wonderful program at Hoyt. On March 26 SVSU Professor of Political Science Dr. Jesse Donahue will speak on Women's History Month. Michigan Library Association Advocacy Day at the capital is April 30. The Friends of Michigan Libraries annual meeting will be held April 11. Audio Central continues work on upgrading the alarm system, smoke detectors and

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panel at Hoyt. Butman-Fish will be next for an upgrade. New computers have been installed at Butman-Fish, Wickes and Zael. Penetration testing on our computer system has been done, corrections are being made, and re-testing will be done which will protect information and patron data. The Bookmobile is busy and has made a new connection at First Ward. Ms. McCarville then provided statistics, comparing totals from January 2024 to January 2025.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Revised Employee Handbook**

The revised handbook review was tabled until the next meeting.

The next meeting will be held April 17, 2025. Chapters of the Trustee Handbook 1 & 2 will be reviewed. Ms. Diane Kloc volunteered to do the first 2 chapters. Board volunteers will handle the next 2 consecutive chapters each meeting that follows. The meeting adjourned at 6:26 p.m.

Respectfully submitted,

Sarah Keenan-Lechel  
Secretary

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