



# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on January 16, 2020, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc and Mr. Ralph Martin. Mr. Bob Johnson was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight.

## **PRESENTATION OF AGENDA**

The President asked all present to review the agenda. No additions or corrections were requested.

## **PUBLIC COMMENTS**

Mr. Noel wished all a Happy New Year.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the December 19, 2019 meeting.

The President entertained a motion to approve the minutes of the December 19, 2019 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Ann Schneider Branch seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. Speight presented the December PLOS checks list dated January 2, 2020 covering checks numbered 79660-79731, written from December 5-19, 2019, highlighting a number of items. There was discussion regarding the annual charge for the Saginaw News database. There were no questions.

The President entertained a motion to approve the December checks list dated January 2, 2020 as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. The motion carried unanimously.

## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS expenditures halfway through the fiscal year. She stated that salaries equal 45.79% of the budgeted amount and 21.02% of the total budget. Line 400 Heat & Utilities is at 39.1% of the budget which covers only Wickes and Butman-Fish. She indicated we are doing good at saving on utilities. Audio-Visual Lines 340 and 341 are 30.7% and 38.8% spent. With Kanopy and Hoopla, patrons can stream movies, so in the future more funds from the Audio-Visual lines will be directed to downloadables. There was discussion on items fully spent. Ms. McCarville explained that some are paid on an annual basis. There were no questions. Zauel's full-time librarian, Kathy Thornhill has retired, and has been replaced with a library assistant, so there will be savings in the salary line there. There were no questions.

## **Revenue Report**

Ms. McCarville stated that PLOS revenues are looking good. Line 110 Current Local Taxes is 84.5% collected. There was not much going on with other revenues in December. Ms. McCarville then offered a corrected November report, and reviewed the Zauel Revenue Report for December noting Line 130 Fines & Fees has received \$663.15 which is close to being on target. Everything else looks good there. There were no questions.

## **COMMITTEE REPORTS**

There were no committee reports.

## **DIRECTOR'S REPORT**

Ms. McCarville reported that December was a great month for programming at the branches. Mr. Eric Palmer, the new director at MMLC will be at the February Board meeting to introduce himself and speak on the changes at MMLC. Ms. McCarville explained that the tutoring at Butman-Fish was funded for the first two years by the Saginaw Community Foundation, and the second two years by SVSU. They are requesting funding from the library of \$2,000 to continue tutoring twice a month at Butman-Fish. Butman-Fish would also like to start a math tutoring center. Ms. McCarville reviewed changes in programming at the various branches and reviewed the increases in digital circulation overall. A reminder that VITA Tax Assistance will be starting at Butman-Fish and Hoyt. There were no questions.

## **OLD BUSINESS**

Ms. McCarville stated that the library received a letter from Mike Thompson who has volunteered to apply for a position on the library board. Mr. Martin stated that he met with Ms. Baker from Saginaw High who is also interested in serving on the Board. After discussion, it was decided to ask Mr. Thompson to be appointed by the school

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board and Ms. Baker to be appointed by the City. Ms. Kloc asked about the status of the Strategic Plan. Ms. McCarville explained that work is moving forward to get it finalized and on paper. One of the main items was to increase programming, which is already happening.

## **NEW BUSINESS**

There was no new business.

The meeting adjourned at 5:32 p.m.

Respectfully submitted,

Ralph Martin, Secretary

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