



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, June 12, 2025 at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Pamela Clark, Mr. Michael Foust, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, and Ms. Diane Kloc. Mr. Ralph Martin was absent. Ms. Karen Butler and Ms. Maria McCarville from the Public Library were also present.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

Patron Noah Franks, who was permanently banned from the library for purposeful vandalism on the outdoor electrical box, by using a screwdriver to break open the lock in order to charge his phone when the library was open, requested he be unbanned. The damages totaled \$474.80 to repair. Mr. Franks acknowledged that he indeed did the damage. There was discussion.

After consideration, Ms. Kloc motioned to lift the ban after restitution of \$450.00 has been made. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

APPROVAL OF MINUTES

The President asked all to review the minutes of the April 17, 2025 meeting. Mr. Foust pointed out a spelling error in the heading.

The President entertained a motion to approve the minutes of the April 17, 2025 Library Board meeting as presented with the spelling correction. Ms. Sarah Keenan-Lechel so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the April-May 2025 check register. Checks were numbered #83554-#83608. Ms. McCarville highlighted check #83564 to Midwest Tape for \$14,792.01 for one month of Hoopla. This cost covers 10 items/month per patron. Some libraries are cutting from 10 to 5 items, but we should be good. This is a pay-by-use model. Ms. Keenan-Lechel questioned the split cost with Zauel. Ms. McCarville said the cost is normally split with Zauel as they are heavy users, but as Zauel was overspent PLOS absorbed the additional cost as funds were available. There were no further questions.

Online payments for April-May 2025 were reviewed. Ms. McCarville highlighted checks #2227 to Blue Care Network for \$4,128.04 and #2228 to Blue Cross Blue Shield for \$3,634.36. Check #2235 to Audio Central for \$16,150.00. There was discussion regarding a previous issue with Audio Central not pulling permits which Ms. McCarville said has been corrected. She then advised that an additional check for \$16,000 will be paid to them for replacing the alarm system at Butman-Fish. There were no questions.

The President entertained a motion to approve the April-May check register and April-May 2025 EFT payments as presented. Ms. Trisha Baker so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures for May 2025. Current month expenditures totaled \$162,214.95. She advised that she has budget adjustments now. Ms. Clark questioned why some lines are underspent with only a few weeks left. Ms. Baker asked about Line 326 SPL Foundation Expenditures, which is 190.5% spent. Ms. McCarville said the strategic plan costs required a budget adjustment. There were no further questions.

Ms. McCarville reviewed the May 2025 Zauel expenditures. She noted that Zauel is in good shape and there is nothing out of the ordinary to report. There were no questions.

Revenue Report

Ms. McCarville reviewed the PLOS General Fund revenue report thru May 2025. Current month revenues totaled \$4,111.66. Line 124.5 Genealogy Library Contribution received \$50.00 donation. Ms. Clark questioned Line 123.5 SCF Disbursement which is 0%. Ms. McCarville advised that the disbursement comes at the end of the year. There were no further questions.

She then reviewed Zauel revenues for May 2025. Line 130 Book Fines, Fees, Etc. received \$443.59 in May. There are no overdue fees any longer, only charges for lost or damaged items. There were no questions.

SAFETY COMMITTEE

Ms. Keenan-Lechel advised the committee has not been meeting. She then requested prior notice of banned patrons requesting to be unbanned.

FINANCE COMMITTEE

Ms. Clark advised the budget is ready for approval.

BUILDING COMMITTEE

This committee hasn't met. Ms. McCarville requested volunteers for the committee to meet with the Facilities Manager and walk around the 3 branch buildings (not Zauel). Mr. Foust and Ms. Kloc agreed to do this.

PERSONNEL COMMITTEE

Ms. Diane Kloc advised that the new contract with Ms. McCarville was signed today. In this one-year contract she will receive a 3% increase and the rest of the contract has no changes. Ms. Kloc added that Ms. McCarville is at will, and after giving notice she can be dismissed. She can also give notice to leave as well.

DIRECTOR'S REPORT

Ms. McCarville urged all to watch the PBS documentary titled "Free for All: The Public Library" noting that the same issues and concerns we have here are happening all over. On July 25 there will be a Board retreat, with a location to be determined. Ms. Keenan-Lechel cannot attend the retreat but asked to be able to give input before or after the meeting. Michigan Department of Health and Human Services will no longer provide the library with free Covid testing kits. She then reviewed highlights from the various branches and departments at Hoyt, including the Drag Queen Story hour. We have received some feedback that is positive, and less that is negative. The program begins at 6:30. The statistics were reviewed showing circulation of books in the libraries is down 3%, but downloadables have increased. Visitors have increased 4%.

OLD BUSINESS

Personnel Committee and Strategic Plan were reviewed earlier in the meeting.

NEW BUSINESS

Budget Adjustments

Ms. McCarville reviewed the necessary adjustments for each branch. Hoyt Library required \$12,800 adjustments and included a \$10,000 Foundation disbursement. Butman-Fish required \$7,500 adjusting entries, and Wickes \$7,200.

Zauel's adjustments totaled \$34,100. A staff member on medical leave required extra funding as well as overruns on adult, children and downloadable books. The new accounting system will help with costs real time. Ms. Keenan-Lechel questioned Online Journal Databases. We have Ancestry, and some of the ones we used to subscribe to are available thru other sources. There were no questions.

The President entertained a motion to approve the Budget Adjustments as presented. Ms. Pamela Clark so moved. Mr. Michael Foust seconded the motion. The motion carried unanimously.

Proposed 2025-2026 PLOS Budget

The proposed budget was reviewed entirely at the previous meeting and there were no questions, corrections or comments.

The President entertained a motion to approve the 2025-2026 PLOS Budget as presented. Ms. Pamela Clark so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

Approval of L-4029

Ms. McCarville explained the L-4029 authorizes the county to collect the millage. There were no changes this year. The next millage will be in 2034.

The President entertained a motion to approve the L-4029 form as presented. Ms. Trisha Baker so moved. Mr. Michael Foust seconded the motion. The motion carried unanimously.

Trustee Manual

Ms. Kloc reviewed material in Chapter 2 of the manual which covered By-Laws. There was discussion regarding replacing Mr. Martin as Trustee. Ms. McCarville said we are accepting candidate applications through June 27. Ms. Trisha Baker will review Chapter 3 at the August meeting, and Ms. Keenan-Lechel will review Chapter 4 in October.

Employee Handbook

Ms. McCarville stated that the main change was to make the handbook shorter. The sick leave section is updated so all employees receive leave. She removed the tuition

reimbursement clause as it has not been used. The draft was presented to the board to review and she would like it approved at the August meeting. There is a staff retreat July 25 and every staff member will get a copy of it. Not much has changed and staff will sign that they received the manual. She will send an email highlighting changes.

Ms. McCarville requested permission to close the library system July 25, 2025, the day of retreats. The first half of the day is the all-staff retreat and the Board retreat will be held in the afternoon. With the system closed everyone will have a chance to attend the retreat.

The President entertained a motion to approve closing the library system July 25, 2025. Ms. Cecelia Hopkins so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

Ms. McCarville stated that Butman-Fish Library will change their operating hours on Monday, June 30, 2025 to the same hours as Hoyt Library. The new budget has included the increased costs.

The next meeting will be held August 21, 2025. Chapter 3 of the Trustee Handbook will be reviewed. The meeting adjourned at 6:22 p.m.

Respectfully submitted,

Sarah Keenan-Lechel

Secretary
