



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 June 17, 2021, 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 Ms. Trisha Baker. Mr. Bob Johnson, Mr. Ralph Martin and Mr. Mike Thompson were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Kathleen Cunningham, Ms. Maria McCarville and Ms. Stephanie Reinhardt.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda. It was requested to add "Library policies in light of the governor's recent Covid policies update" under New Business.

PUBLIC COMMENTS

No public was present.

APPROVAL OF MINUTES

The President asked all to review the minutes of the May 20, 2021 meeting.

The President entertained a motion to approve the minutes of the May 20, 2021 Library Board meeting as presented. Ms. Pamela Clark so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the May PLOS checks list dated June 1, 2021 covering checks numbered 80836-80901. She highlighted check #80858 to Nationwide Insurance in the amount of \$241.89 for life insurance coverage. The library will be switching to Reliance Standard Insurance, as Nationwide will no longer be handling life insurance. Check #80865 to SEIU in the amount of \$222.37 for union dues. All circulation persons will pay a flat rate now. Check #80892 to Michigan Library Association in the amount of \$85.00 for annual membership. Ms. Kloc questioned check 80890 to Hoyt Trust for \$1,000. It was explained that this was payment from the City of Saginaw to

the Hoyt Trust for the annual Hoyt Park payment. As the city pays ACH, the funds were received by the PLOS account. PLOS then writes a check to the Trust. Ms. Baker questioned why there are different book accounts but the checks are all paid to "Books." Ms. McCarville said some vendors carry a variety of juvenile, teen and adult books. Funds are deducted from the various Lines, but check descriptions just reflect "Books." There were no other questions.

The President entertained a motion to approve the May checks list as presented. Ms. Pamela Clark so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS May 2021 expenditures, noting that 70.4% of the budgeted amount has been spent. Line 400 Heat and Utilities is at 88.9% spent which covers gas, electric and water. Line 532 Summer Reading Program shows only 7% spent, however more funds were spent in June. Ms. Clark questioned Lines 561 Contractual Expense-Cooperative and Line 712 Data Processing. Ms. McCarville explained Line 561 has funds that need to be credited back to last year by the auditor. Line 712 is a charge for the fiber line and needs an adjustment. She added that some lines are slightly over and she will adjust them under her limit. She will bring those to the board if asked. There were no questions. Ms. McCarville then reviewed the Zael Expenditures for May. She noted Zael's Line 320 Adult Books is slightly over and she will make the \$369.55 adjustment from Line 321 Books Juvenile. She noted that Zael is working on ordering more downloadable books for children and teens that can be accessed by the Sora app. There were no other questions.

Revenue Report

Ms. McCarville reviewed the PLOS report through the end of May, saying that there is not much revenue this time of year. Line 131 Copy Machines have collected 65% of the budgeted amount. Overall revenues are 94.6% collected. Ms. Schneider Branch questioned USF? Ms. McCarville said that is E-Rate, and revenue sometimes comes in after year end, but will be credited back. Ms. McCarville explained that all donations have been directed toward the Trust, but she plans to have them re-directed to the Foundation now. Ms. McCarville will look into the Pribil and SCF Funds as we may need to request those disbursements. Also questioned was Line 191 Processing Data Entry. Ms. McCarville stated that it is a charge that Zael pays to PLOS every year for technical services processing fees. She will check on this as well. There were no other questions.

The Zael revenue report for May reflects \$754.02 received. Line 141 Fax Fees is at 35.8% collected. Ms. McCarville said it may be due to our scanners being used at no cost. Overall revenues for Zael are 98.5% received. There were no other questions.

COMMITTEE REPORTS

Ms. McCarville asked if her contract could be signed today. The Personnel Committee plans to add staff who report directly to the director to the evaluation process for their input. These would be forwarded directly to the Board. Ms. McCarville would prefer this to be done in July so it can be reviewed with her in August as her anniversary date is August 1. Ms. Schneider Branch asked if this topic could be discussed at a Board retreat. It was stated that the Board did not do a self-evaluation this past year. There was much discussion on doing evaluations by Survey Monkey, and Ms. Schneider Branch said she will set it up. Ms. McCarville said staff evaluations are being done based on their anniversary date. There was much discussion as the timing for this to be completed by August 1 was thought not feasible. Ms. Schneider Branch indicated that the Personnel Committee will meet soon. Ms. McCarville said she will forward questions for the employee survey to the committee.

DIRECTOR'S REPORT

Ms. McCarville advised that there are two Trustee training sessions in July and she highly recommends them. Login information for the virtual sessions is detailed on the director's report in the packet and are free on Zoom. She stated that it is a good time for a board retreat. Some thoughts would be to review the mission statement, strategic plan, and different goals and responsibilities. It would be a good opportunity to reconnect and re-energize and discuss issues and opportunities we may have. Ms. McCarville requested all Board members to forward any specific topics they are interested in discussing to her. It was decided to schedule a retreat in early October, and a location could be SVRC. Ms. Clark asked if the Board could meet at different branches during the next year. Ms. Baker asked if staff from the branches could do presentations at the retreat. Ms. McCarville said perhaps staff from LHG. There were no other questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

New Branch Head – Stephanie Reinhardt

Ms. Reinhardt introduced herself and noted the various projects and programs being done by the children's and adult services departments. She said that at Hoyt the community differs greatly from the other branches and the plan is to provide programming to interest and encourage their patronage.

New Board Member Suggestions

Ms. McCarville announced that Trustee Bob Johnson is not renewing his position on the Board. Anyone interested in the position must go through the City to be appointed. She asked all Board members for suggestions.

July 2021 Meeting

Ms. Schneider Branch said typically the Board chooses not to meet in July. It was discussed to suspend the July meeting and meet again in August, providing that there are no urgent items that arise before then. Committees can meet and the pre-audit will be in process.

The President entertained a motion to suspend meeting in July 2021 and meet again in August as discussed above. Ms. Pamela Clark so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

Covid Library Policies

Ms. McCarville advised of the ever-changing precautions regarding Covid. We have put together a plan to quarantine books. Significant studies pertaining to library materials shows evidence that it is unlikely for Covid to be transmitted through materials and there is no scientific proof to quarantine books. She requested Board approval to discontinue quarantining them. Staff will continue to use gloves. Also, regarding the requirement to wear masks if fully vaccinated, restrictions have been lifted, however the library can still enforce that requirement which is sometimes challenging to people. Ms. McCarville proposed that if persons are unvaccinated, they must wear masks. She also suggested opening the meeting rooms now, and resuming in-person programming in the fall. July 1st is the deadline for the August newsletter and Ms. McCarville feels there is plenty of time for September re-opening and easing up on restrictions. There was much discussion. Ms. Clark agreed to ending the book quarantine and allow meeting rooms to be used, but not okay with the mask change. After further discussion, Ms. Schneider Branch said that as of June 22, 2021 mask wearing is optional. Meeting room occupancy at no more than capacity must be enforced, and any group exceeding capacity would give up their right to further room reservations. Ms. McCarville said they don't want to target any specific groups.

The President entertained a motion to rescind the Covid-19 policy based on the governor's orders as of June 22, 2021. She also entertained a motion to suspend mask and meeting room restrictions and discontinue book quarantine effective June 22, 2021, and resume in-person programming in the fall. Ms. Pamela Clark so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

The next Board meeting will be held August 19, 2021.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Michael Thompson, Secretary
