
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on June 21, 2018, at 5:13 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Diane Kloc, Ms. Tina Gutierrez, Mr. Bob Johnson and Mr. Ralph Martin. 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 questioned why the library doesn't change their hours in the summer to accommodate children who are out of school.

APPROVAL OF MINUTES

The President asked all to review the minutes of the May 17, 2018 meeting.

The President entertained a motion to approve the minutes of the May 17, 2018 Library Board meeting as presented. Ms. Tina Gutierrez so moved. Ms. Melissa Garcia seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated June 5, 2018 covering checks numbered 77988-77108, written from May 3-30, 2018, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated June 5, 2018 as presented. Ms. Tina Gutierrez so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of May 2018. She advised that we are right on target. Several lines are overspent and will be addressed later with budget adjustments. She advised that Line 560 Hoyt Trust Renovation is a new line. There were no

questions. Zael's expenditures are right where we needed to see them. Ms. Schneider Branch questioned why there were no charges for Zael printing. Ms. McCarville advised that SRP printing will be charged to them. There were no other questions.

Revenue Report

Ms. McCarville reported that PLOS revenues look good. She pointed out that Line 130 came in less than budgeted, however other lines are close to what we expected. There were no questions. Ms. McCarville reported that Zael's revenues are in great shape. Line 131 copy machines is down as fewer people are using these. She said the rest of the revenues are as expected. Mr. Johnson questioned the 217.5% over budget for Line 124 Donations. Ms. McCarville advised that Zael received more donations than were anticipated. There were no questions.

The President recommended that the monthly reports be received and filed.

COMMITTEE REPORTS

Ms. Clark stated that the Finance Committee met last month and reviewed the budget with staff. There are no changes.

DIRECTOR'S REPORT

Ms. McCarville reported that bargaining with SEIU has concluded, and negotiations went well. It was agreed to increase salaries in 2018 by 2%, in 2019 by 3% and in 2020 by 2%. Ms. McCarville advised that she worked with attorneys to finalize the language in the contract and the contract has been ratified. She spoke about the health insurance plans offered to staff at no charge, and said that on Tuesday the auditors were at Hoyt for a pre-audit. The full audit will take place in August. She reported that Jazz on Jefferson was a great event again this year, a positive experience in the community. She reviewed several items in the newsletter, and pointed out our programming attendance is up 10.9% over May 2017. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

L-4029 2018 Tax Rate Request

Ms. McCarville stated that this form authorizes the library to collect the millage and requires Board approval.

The President entertained a motion to approve the L-4029. Mr. Ralph Martin so moved with a second by Ms. Melissa Garcia. The motion carried unanimously.

Budget Adjustments

Ms. McCarville mentioned there are a good amount of adjustments to make for year end. Although she is authorized to make adjustments up to \$3,000 between expenditure line items, she elected to show all activity. She reviewed the adjustments proposed for each branch individually explaining which accounts were reduced to balance those that were overspent. There were no questions.

The President entertained a motion to approve the Budget Adjustments as presented. Ms. Tina Gutierrez so moved, with a second by Ms. Melissa Garcia. The motion carried unanimously.

2018-2019 Proposed Budget

Ms. McCarville had previously reviewed the PLOS proposed 2018-2019 budget at the Budget Hearing and requested Board approval.

The President entertained a motion to approve the 2018-2019 Budget as presented. Ms. Ann Schneider Branch so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

SEIU Contract

Ms. McCarville had previously explained (in the Director's Report) the negotiations that were agreed upon with the SEIU and requested Board approval of the new 3-year contract.

The President entertained a motion to approve the SEIU Contract as presented. Ms. Tina Gutierrez so moved with a second by Mr. Ralph Martin. The motion carried unanimously.

July Board Meeting

Ms. McCarville noted that historically we have voted to cancel the July Board meetings due to vacation time. She does not anticipate activity that would necessitate a meeting.

The President entertained a motion to cancel the July Board meeting. Mr. Ralph Martin so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

Trustee Manual, Chapter 6

It was agreed to table the review of Chapter 6 until the August Board meeting.

The meeting adjourned at 5:41 p.m.

Respectfully submitted,

Ralph Martin, Secretary
