
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on March 15, 2018, at 5:02 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. Ms. Melissa Garcia, Ms. Tina Gutierrez and Mr. Bob Johnson were 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. It was requested to add "Fundraising Update" under Committee Reports.

PUBLIC COMMENTS

Mr. Michael Noel voiced concern with the way [REDACTED] treats patrons in the library. Specifically the way [REDACTED] talks to people of color. He said [REDACTED] mistreats and makes fun of people in this library and has been disrespectful to him personally. He feels that staff needs to be professional to everyone here, and if they can't be, they should find employment elsewhere. Ms. McCarville will speak privately with Mr. Noel after the meeting.

APPROVAL OF MINUTES

The President asked all to review the minutes of the February 15, 2018 meeting.

The President entertained a motion to approve the minutes of the February 15, 2018 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated March 8, 2018 covering checks numbered 77762-77844, written from February 16-28, 2018, highlighting a number of items. There was some discussion on the purchase of computers.

The President entertained a motion to approve the checks list dated March 8, 2018 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 through February 2018, the 8th month of the fiscal year. She advised that Line 433 Snow Removal, has gone over budget and will require a budget adjustment. She noted that Line 533 Programs is only 40.6% spent, however Summer Reading Programs will be included in this fiscal year. There were no questions. Zauel's expenditures are right where we needed to see them. Ms. McCarville pointed out that Line 235 Substitutes is only 44% spent as Zauel does a good job of keeping those costs down. There were no questions.

Revenue Report

Ms. McCarville reported that revenues are right on target. Line 110 Current Local Taxes is where we need it to be with some checks still trickling in, but the main collection is complete. She stated that Line 110.2 Personal Property Tax comes from the state and we do not know how to budget for this. There were no questions. Zauel's revenues are also where we expected them to be. She advised that the Friends are having another book sale and will most likely make another \$10,000 contribution. There were no questions.

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

COMMITTEE REPORTS

Fundraising Committee – Ms. Pamela Clark reported that the Fundraising Team consists of Ann Schneider Branch, Maria McCarville and herself. They have completed two appointments with Foundations, have 2 more to go, and there are 3 others in the works. These are Saginaw area Foundations, then they will approach Midland area Foundations, and then businesses. The goal is to work for the larger gifts first.

DIRECTOR'S REPORT

Ms. McCarville provided handouts to the Board members of an ALA Advocacy Bootcamp. The Michigan Library Association and Michigan Cooperative Directors Association will provide quality programs for developing an advocacy plan that can be implemented in the library. This will be held April 20 from 12:30-4:30 in Lansing. Another handout of interest is Yeo & Yeo Nonprofit Services Group presenting complimentary training for Nonprofit organization board members Tuesday, May 1 or Wednesday, May 2 here in Saginaw. This will cover policies, budgeting, financial statements, etc. Ms. McCarville spoke about the Penal Fine Task Force and advised that MLA is taking on the problem with getting the funds in time, which affects the audit. She also discussed the Narcan issue and Senate Bills 828 and 829 which may allow libraries to stock and administer the drug if needed, while being held harmless. There was some discussion. She reviewed several programs being held at the branches. There was some discussion about the launch of the new website and statistics.

Mr. Noel asked if there were any podcasts about Saginaw, perhaps from Delta College? Ms. Clark will check and advise.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Trustee Manual – Chapter 3 Review

Ms. McCarville advised that she will be reviewing policies and in the next few months a few policies will be brought to the Board for their review. She cited policies regarding circulation. There was some discussion regarding the handbook review. Ms. Clark requested the retirement policy be updated and reviewed/refreshed by an attorney. There were no comments.

Disclosure of Interest Forms

Updated forms were forwarded to each Board member to complete, sign and return.

Library of Michigan Public Library Services Grant Board Resolution Statement of Assurances

Ms. McCarville stated that each branch has the opportunity and would like to apply for an LSTA grant in the amount of \$2,000. The request requires Board approval and signature.

The President entertained a motion to approve the LSTA Grant applications as presented. Ms. Ann Schneider Branch so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

There was some discussion regarding a new strategic plan. Ms. McCarville has been exploring with corporate services, getting prices, etc. There was interest in getting the plan done this fiscal year. Ms. McCarville indicated there needs to be planning, meetings, and discussions and there is no good outline yet. There was also discussion regarding a Board retreat. There has been no date set, however it was decided to get a strategic plan in place first and then have the retreat. There was discussion about bid documents for the roof project. Ms. McCarville has been meeting with the architects who are working with engineers and drawing up plans. Construction documents/drawings were provided for viewing during the meeting to show progress that is being made.

There was discussion on filling the vacancy on the Personnel Committee left vacant by Ms. Carol Selby. It was decided that Ms. Diane Kloc will be the new Personnel Committee member.

The meeting adjourned at 5:57 p.m.

Respectfully submitted,

Ralph Martin, Secretary
