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# **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 March 18, 2021, at 5:03 p.m., virtually via Zoom. Board members present were: Ms. Trisha Baker, Ms. Ann Schneider Branch, Ms. Pamela Clark, Mr. Bob Johnson, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville.

## **PRESENTATION OF AGENDA**

The President asked all attendees to review the agenda. Ms. Schneider Branch asked that "Personnel Committee" be tabled until next month. There were no further corrections or additions requested.

## **PUBLIC COMMENTS**

No public was present.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the February 18, 2021 meeting.

The President entertained a motion to approve the minutes of the February 18, 2021 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. McCarville presented the February PLOS checks list dated March 9, 2021 covering checks numbered 80592-80670. She highlighted check #80655 to Delta College for \$81.99 covering the cost for a book lost by a patron. Ms. McCarville stated that there were 79 checks in February for a total of \$120,639.97. Ms. Baker questioned check #80633 to the City of Saginaw for Utilities. Ms. McCarville said it was for the monthly water bill. There were no other questions.

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The President entertained a motion to approve the February checks list as presented. Ms. Pamela Clark so moved, with a second by Mr. Ralph Martin. The motion carried unanimously.

## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS February 2021 expenditures, which covers the 7<sup>th</sup> month of the fiscal year. She stated that salaries equal approximately 54.97% of their budgeted amounts and are approximately 24.21% of the total budget. Line 433 Snow Removal is 36.1% spent, and in February we paid \$10,155.00 for services. She is hopeful that future snowfalls will be light. Line 432 Trash Removal is 90.6% spent and that was questioned. Ms. McCarville explained that items in the recycle dumpster had been mixed with non-recyclable items and Waste Management fines the library each time it happens. Staff have been advised and the problem is resolved now. Line 330 Adult Periodicals at 96.7% spent was also questioned. Ms. McCarville said they are all covered in one large invoice for the year. Ms. Schneider Branch asked about budget adjustments. Ms. McCarville indicated she is waiting to hire a new finance person before making the adjustments. She is optimistic we will get the position filled soon. Some lines are overspent and some underspent, so adjustments will be made to put all lines within budget. There were no other questions. Ms. McCarville reviewed the Zauel February expenditures highlighting Line 320 Books-Adult noting they are at 69% spent. Line 321 Books-Juvenile is at 24.7% spent, but have been catching up with ordering in March. Ms. Schneider Branch questioned Line 508 Software at 226.3% spent. Ms. McCarville will have to check to see why it is so high, but promised a budget adjustment to clear this, possibly from Line 509. Ms. Clark asked about other libraries that had been closed, and if they stopped ordering books to save money. Ms. McCarville said that it was a possibility, as well as furloughing staff. She explained that we continued to order books especially best sellers that were requested by curbside requests. There were no other questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS February 2021 report stating that Line 110 Current Local Taxes took in \$34,356.00 in February which is now 98.6% of the budgeted amount. There was not much other activity in February. There were no questions.

The Zauel revenue report for February reflects \$406.00 received, which includes \$39.01 in Book Fines & Fees. There were no questions.

## **COMMITTEE REPORTS**

Personnel Committee report is tabled until the April meeting.

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## **DIRECTOR'S REPORT**

Ms. McCarville mentioned that in February she had an opportunity to speak with Representative O'Neill, who is supportive and informed of school and public libraries. She invited him to use the auditorium when the Covid Pandemic is over. This conversation was sponsored by the Michigan Library Association. She also informed the Board that Trustees are now allowed free membership with MLA. This is to engage more trustees and increase advocacy in general. She has signed each of our Board members up for this. Ms. McCarville added that Bill O'Brien, currently the branch head at Zauel Library is retiring effective April 6 after 34 years of service. Two new branch heads have been hired. Michael Ross is from Colorado and will take over the Zauel branch at the beginning of April. He has experience in IT, Technology, Training staff and patrons. Stephanie Reinhardt is from Bay County Library and will take over as the head of Hoyt Library April 12. She is currently working in Children's services and programming. We are still working on filling the finance position. There are 2 possible candidates to interview, and the position will hopefully be filled soon. Ms. Clark asked if the traffic has increased now that schools are back in session. Ms. McCarville said things are picking up, but slowly. Mr. Martin suggested having a new book written by Canika Owen-Robinson. She is a local author of children's books and may be interested in donating books to the library. They are currently available on Amazon. Mr. Johnson is still talking to people about a book fair, and suggested a new location at the SVRC ballroom on a Saturday, after the pandemic is over.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

There was no new business.

Ms. McCarville drew attention to a letter that was received at the library, addressed to the Board of Trustees from Sara Himm and Kenny Temple who have requested permission to hold their wedding at Hoyt Library. Ms. McCarville explained that Ms. Himm had previously requested this in a telephone call, and Ms. McCarville advised her that our meeting room policy does not allow for weddings. She would be welcome to have photographs taken inside the building during normal working hours. There was much discussion among the Board members, including pricing, costs, liability, etc. It was suggested that photographs could be taken at the library, but hold the ceremony at the castle museum as they rent out meeting room space. It was decided that we would not amend the meeting room policy and Ms. Schneider Branch will draft a letter in response to the request to Ms. Himm explaining the board's decision.

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There was discussion on continuing with meetings via Zoom vs. in person meeting. Ms. McCarville advised that at the Governor's orders, these meetings must be held remotely currently, but if and when the orders are rescinded, we will have to meet in person again. Ms. McCarville explained that our programming is still virtual to protect staff and patrons. There was some discussion.

The next Board meeting will be held April 15, 2021.

The meeting adjourned at 5:51 p.m.

Respectfully submitted,

Michael Thompson, Secretary

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