
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on May 17, 2018, at 5:01 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, and Mr. Ralph Martin. Ms. Diane Kloc 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. No additions or corrections were requested.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the April 19, 2018 meeting.

The President entertained a motion to approve the minutes of the April 19, 2018 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated May 2, 2018 covering checks numbered 77917-77987, written from April 11-19, 2018, highlighting a number of items. There was no discussion.

The President entertained a motion to approve the checks list dated May 2, 2018 as presented. Ms. Tina Gutierrez so moved, with a second by Ms. Pamela Clark. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of April 2018. She advised that we are right on target. Several lines are overspent and will be addressed later with budget adjustments. Line 400 Heat & Utilities shows savings with only 52.2% spent. Line 520 Postage is only 50% spent due to more electronic notifications. Ms. McCarville will check to see why the

programming line is so low. There were no other questions. Zauel's expenditures are right where we needed to see them. There are budget adjustments to be made later in the meeting. There were no questions.

Revenue Report

Ms. McCarville reported that PLOS revenues look good. We have received 91.4% of the budgeted amount. There were no questions. Ms. McCarville reported that Zauel's revenues are in great shape, having collected 97.4% of the budgeted amount. She mentioned that we received more money in penal fines than expected. 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 two weeks ago and spent considerable time going over the proposed budget. The new budget shows an increase in the amount for a security guard at Butman-Fish. There was a recent theft inside the building and have been several incidents outside as well. It was decided that they needed more visibility from the guard service. It was noted that new cameras are in the budget for inside the buildings and all exterior cameras have been updated.

DIRECTOR'S REPORT

Ms. McCarville spoke about the AARP senior employment program. We are hoping to get help on a scanning project in the Genealogy department. Ms. McCarville advised that negotiations with the SEIU began last Friday for a productive meeting and will meet again May 23 to continue their discussions. She also attended a workshop about homelessness and said that the library has started the first grade reading celebrations. The Jazz on Jefferson event will feature Hoyt DVDs for sale by the Friends which will help fund the Hoyt Trust Restoration project. Everyone is invited to Hoyt on May 31 at 1:30 to be included in an NBC25 commercial promoting the Summer Reading Program. Ms. McCarville then reviewed the statistics noting the increase in programming. DEAR@the Zoo is looking for guest readers on June 20 to fill 15 minute spots between 11:30 and 2:20 p.m.

OLD BUSINESS

There was no old business.

NEW BUSINESS

SEIU Contract

Ms. McCarville repeated that discussions have begun but there is nothing to present to the Board yet. The current contract expires June 30.

Budget Adjustment

Ms. McCarville stated that the auditors suggested budgeting closer to what was expected to be spent. She reviewed the adjustments for all four branches, explaining the increases and decreases. She requested Board approval for these adjustments.

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

Budget Adjustment

Ms. McCarville and Ms. Clark met with the auditors and a recommendation was made to take \$1,000,000 from PLOS FundBalance Undesignated and move it to the PLOS expense line as a contribution to the Hoyt Trust for the Renovation and Restoration Project. A check will be written to the Hoyt Trust Revenue line to complete this transfer. Board approval was requested to transfer funds.

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

MERS Resolution

Ms. McCarville explained that the library has two different retirement plans, and spoke about the MPSERS and MERS plans. She advised that the lower cost MERS plan's multiplier is lower than the state average and is currently overfunded. She proposed increasing the multiplier to 2.25 from the current 1.5. There was considerable discussion. She feels the library will now be increasing the library's contribution from 4% to 8% for MERS, where the library contributes between 26-28% for the MPSERS plan and it should level the field a little. It was noted that we still have 13 employees on the MPSERS plan. Ms. McCarville said that changes up or down on the MERS plan can be made with Board approval in the future, if needed.

The President entertained a motion to approve the MERS Resolution as presented. Ms. Pamela Clark so moved, with a second by Ms. Melissa Garcia. The motion carried with Mr. Martin opposing.

Proposed 2018-2019 PLOS Budget

Ms. McCarville stated that since public notice for a budget hearing had not be advertised and posted in time for the May meeting, the final budget will be brought to the June meeting for approval. She distributed and reviewed the newly updated budget and requested Board members review the document for any questions or concerns. The budget hearing will take place June 21 at 4:45 p.m.

Trustee Manual Chapter 5

Ms. McCarville pointed out that this chapter involves funding. She noted the revenue side of the proposed budget indicating the sources of funding, including the largest being the voted millage.

There was discussion regarding the Saginaw Township contract for Zauel Library, State Aid, Penal Fines, LSTA grants, etc.

The meeting adjourned at 6:03 p.m.

Respectfully submitted,

Ralph Martin, Secretary
