



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on November 21, 2019, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Mr. Bob Johnson, Ms. Diane Kloc and Mr. Ralph Martin. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville. Mr. Dave Youngstrom from Yeo & Yeo was also present.

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 September 19, 2019 meeting.

The President entertained a motion to approve the minutes of the September 19, 2019 Library Board meeting as presented. Mr. Ralph Martin so moved. Mr. Bob Johnson seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the October PLOS checks list dated October 31, 2019 covering checks numbered 79481-79575, written from October 9-24, 2019, highlighting a number of items. There were no questions.

The President entertained a motion to approve the October checks list dated October 31, 2019 as presented. Ms. Ann Schneider Branch 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 October 2019. Line 274 Employee Assistance Program is \$423.00 overspent and will need a budget adjustment. Line 330 Periodicals – Adult is 42.8% spent. Many magazines are not being printed, and this line will be reduced next year. Line 721 Library Law Expense allows access to Westlaw. We are reimbursed by the County for providing this service. There were no questions. Ms. McCarville then reviewed the Zael expenditures saying that expenditures are right where we expected them to be. There were no questions.

Revenue Report

Ms. McCarville stated that revenues are looking good. Line 110.2 PPT Reimbursement from the State comes one time a year. She budgeted \$100,000, and we received \$91,384.35. Line 130 Book Fines, Fees, Etc. has received 40% of the budget, which is higher than expected, and the same is true for Copy Machines at 43.9%. There were no questions. Ms. McCarville then reviewed the Zael Revenues noting that Line 141 Fax Fees collected \$258.95 in October. All other revenues are where we expected them to be. She stated that Penal Fines for both PLOS and Zael have been received.

COMMITTEE REPORTS

Finance Committee: Ms. Clark and the Finance Committee met with the Auditor in September to review the recent audit.

DIRECTOR'S REPORT

Ms. McCarville reported that we need two new Board members, one to be appointed by the City and one by the School Board. Our number one goal is to fill these positions and requested each Board member to recommend 5 applicants. She then mentioned that Eric Palmer is the new head of MMLC and would like to come to the February Board meeting. ALA is offering an educational seminar on library policies for librarians, trustees, friends, etc. and provided information on registering for this event. She then reviewed the programs at the branches, invited the Board to do book reviews, and noted that the recent Zael book sale netted \$6,400. Zael Children's librarian Kathy Thornhill will be retiring January 3 with over 30 years of service. Ms. McCarville then reviewed the statistics, pointing out that Hoopla, RB Digital and eBook totals are all up. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

2019-2019 Audit Review

Mr. Dave Youngstrom from Yeo & Yeo advised that he met with the Finance Committee in September and worked through the recent audited findings. He stated that PLOS has been given an Unmodified Opinion, and everything is clean. He reviewed the documents page by page, noting that general fund revenues are down overall, penal fines are down, there is a modest increase in taxes, expenditures are up and salaries and materials are down. The library spent more in fundbalance this year primarily for the building construction, but fundbalance is basically level and in a healthy position. Mr. Youngstrom stated that the audit went very well. Ms. Kloc questioned the 5 year trend where expenditures exceeded revenues 3 out of the 5 years. Mr. Youngstrom explained that there was a planned spend down this last year, and funds were moved around. He added that there should always be concern when expenditures exceed revenues. There was discussion that in 2013/14 many changes in the number of personnel, hours of operation and some staff going from full-time to part-time did occur. He suggested going back even further to see how these changes have made a positive financial impact.

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

Proposed Holiday Schedule 2019-2021

The proposed holiday schedule was presented to the Board, as done annually. There were no questions.

The President entertained a motion to approve the Proposed Holiday Schedule 2019-2021 as presented. Mr. Ralph Martin so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

Library Board Vacancies

Ms. McCarville directed the Board to go out and get names to fill the two Board vacancies.

Ms. McCarville advised that we have completed the review of the Trustee Guide and will start review of the Financial Management Guide at the January meeting.

There was discussion regarding some libraries that offer music rooms, for patrons to learn how to record, edit sound, produce, etc. It was also mentioned that the Detroit library has a film studio, and the Midland Library has a TV Station in their facility (it was noted that the City of Midland operates the TV Station).

The meeting adjourned at 5:38 p.m.
Respectfully submitted,

Ralph Martin, Secretary
