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# **Library Board Meeting Minutes**

## **CALL TO ORDER & ATTENDANCE**

Board members present were: Ms. Trisha Baker, Ms. Pamela Clark, Mr. Michael Foust, Mr. Chris Giroux, and Ms. Diane Kloc. Ms. Cecelia Hopkins and Ms. Sarah Keenan-Lechel were absent. Ms. Karen Butler and Ms. Maria McCarville from the Public Library were also present. Ms. Jamie Rivette from Yeo & Yeo, and Ms. Corinna Campbell were also present.

## **PRESENTATION OF AGENDA**

President Diane Kloc asked all attendees to review the agenda. Ms. Kloc advised that Under New Business we will table review of the Trustee Manual Chapter 5 until December. There were no other additions or corrections to the agenda.

## **PUBLIC COMMENTS**

Ms. Jody Becker spoke about the recent programming at Hoyt Library involving Drag themes, specifically the family storytime that includes children. She is opposed to these types of programs where children are present. Ms. Kloc advised that it is for families, and children are only allowed to attend with a parent. A patron also addressed the board saying he has benefitted from using the library for many years and all of the services that we offer.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the August 21, 2025 meeting.

The President entertained a motion to approve the minutes of the August 21, 2025 Library Board meeting as presented. Mr. Mike Foust so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

The President asked all to review the minutes of the September 18, 2025 meeting.

The President entertained a motion to approve the minutes of the September 18, 2025 Library Board meeting as presented. Ms. Pamela Clark so moved. Mr. Mike Foust seconded the motion. The motion carried unanimously.

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## FINANCIAL MONTHLY REPORTS

### Check Register Report

Ms. McCarville reviewed the August-September 2025 check register. Checks were numbered 83702-83774. Ms. McCarville highlighted check 83770 to Perma Card for \$716.95 for supplies. She noted there was nothing out of the ordinary to report. Ms. Trisha Baker asked about Baker & Taylor. Ms. McCarville explained that we are switching to Ingram and Amazon, but are sad to lose Baker & Taylor, as there are only 2 book vendors for libraries now. There were no further questions.

Online payments for August-September 2025 were reviewed. Ms. McCarville highlighted checks 2287 and 2288 to Blue Care Network and Blue Cross Blue Shield both at \$4,000.00 each. Invoices are paid online and are never late. There were no questions.

The President entertained a motion to approve the August-September check register and August-September 2025 EFT payments as presented. Ms. Trisha Baker so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

### Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures for September 2025. Line 235 Salaries-Substitute are at 47% of the budget already and we will be watching this line carefully as 50% has been expended in the first quarter alone. Line 320 Books-Adult spent only \$1,000 which is extremely slow for this line. We have canceled all back-orders from Baker & Taylor and reconsidering which titles to re-order now that some titles are no longer current. Ms. Kloc questioned Line 463 Security System at 366% spent. Ms. McCarville explained that also had to cover Butman-Fish's system and a budget adjustment is needed to move this to the Butman-Fish building maintenance line. Ms. Clark questioned Line 470 Insurance. Ms. McCarville stated that it is an annual payment that came in higher than expected. There were no further questions.

Ms. McCarville reviewed the September 2025 Zauel expenditures. Line 320 Books-Adult spent \$547.59 and Line 321 Books-Juvenile spent only \$303.95. Ms. Kloc questioned Line 714 Data Processing Supplies. Ms. McCarville advised that we only order library cards every 3-4 years, and this will require a budget adjustment. There were no further questions.

### Revenue Report

Ms. McCarville reviewed the PLOS General Fund revenue report thru September 2025. Total revenues received are \$3,027,234.64 which is 87.7% of the budgeted amount. Line 110 Current Local Taxes current month totals \$519,244.66 and 95.6% of the budget. The rest of the lines are as expected. There were no questions.

She then reviewed Zauel revenues for September 2025. Line 124 PLOS Donations received \$400.00 this month. There were no questions.

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## **FINANCE COMMITTEE**

Ms. Diane Kloc advised the committee met earlier this week with Jamie Rivette from Yeo & Yeo to review the recent audit.

## **BUILDING COMMITTEE**

This committee hasn't met. Ms. McCarville requested volunteers for the committee to meet with the Facilities Manager and walk around the 3 branch buildings (not Zauel). Mr. Foust and Ms. Kloc agreed to do this.

## **DIRECTOR'S REPORT**

Ms. McCarville advised we are a member of the Valley Library Consortium (VLC) with a shared circulation system that is moving from Horizon, which is 25 years old, and switching to Polaris with a go-date of February 2026. All branches are doing inventory prior to the switch. The catalog will look somewhat different, but be much more intuitive and integrates Overdrive, Hoopla and Kanopy easier. Ms. McCarville will be attending a leadership council meeting next week. She then updated on several staff members transferring branches and new custodian due to a retirement. MEI has tentatively scheduled the Hoyt elevator replacement for the end of November, which will take approximately 2-3 weeks to complete. We will post notices of this work when we are sure of the date. She then reviewed the programs at the various branches.

## **OLD BUSINESS**

### **Strategic Plan**

Ms. McCarville said that the plan is finished. Details on how to evaluate our progress will be coming. This will not be added to the website until the board has approved it. There were no questions about the plan. Mr. Foust thought the consultants did an excellent job working with us, and staff came up with good ideas to implement it.

The President entertained a motion to approve the Strategic Plan 2026-2028 as presented. Ms. Pamela Clark so moved. Mr. Chris Giroux seconded the motion. The motion carried unanimously.

### **Employee Handbook**

The revised Employee Handbook had been forwarded to all board members. Mr. Giroux advised that the introduction letter is in there twice. Ms. McCarville will make the correction. There was no further discussion.

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The President entertained a motion to approve the revised Employee Handbook after the correction has been made. Mr. Mike Foust so moved. Mr. Giroux seconded the motion. The motion carried unanimously.

## **NEW BUSINESS**

### **2024-2025 Audit**

Ms. Jamie Rivette from Yeo & Yeo presented the results of the recent audit. The Public Libraries of Saginaw and component units' rules say that the Trust and Foundation will be combined into one document and also presented individually. She stated that she met with the Finance Committee earlier in the week to go over the highlights. The audit opinion from an independent auditor is required every year. The audit covered all information that was presented. An unmodified opinion was given, which is the best opinion you can get. Ms. Rivette explained the general fund overview provided in the information packet. Revenues for the year totaled \$4.7M with the majority being tax revenue. Contracts were 17%, the same as last year. Taxes did increase \$150,000 compared to last year. She noted that taxes remained the same with a revenue of \$3.8M when excluding Zauel. Expenses showed wages at 47%, Contractor expenses at 17% and are right in line with last year. Zauel's salaries and benefits totaled 57%. A bar chart on page 6 shows the last 5 year's difference between 2023-2024 to 2024-2025 revenues increased \$46,000, expenditures increased \$141,000 with the majority of that related to the carpet project at Butman-Fish and increased security guard and salaries and benefits. Page 7 shows Fundbalance in revenues and expenses over the years. The 2024 debt forgiveness between PLOS and Hoyt Trust is the reason for the large expenditure in 2024. Page 8 shows the Hoyt Trust increase in net assets for operating fund to \$3.7M that shows forgiveness of debt. Slide 9 shows the Foundation net assets increased \$413,000 over last year due to a large increase in donations. Ms. Rivette thanked Maria and Karen for their assistance with the audit as they worked through the 3 different audits in one week. The 990's for the Trust and Foundation are being completed, and Yeo & Yeo will be back again same time next year.

The President entertained a motion to accept the 2024-2025 Audit as presented. Ms. Trisha Baker so moved. Ms. Pamela Clark seconded the motion. The motion carried unanimously.

### **Proposed 2025-2027 Holiday Schedule**

The proposed updated Holiday Schedule was presented. There were no new additions or deletions from the previous year. There were no questions.

The President entertained a motion to approve the Proposed 2025-2027 Holiday Schedule as presented. Ms. Trisha Baker so moved. Mr. Michael Foust seconded the motion. The motion carried unanimously.

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## **MMLC Update**

Ms. Corinna Campbell is serving her first year on the Mideastern Michigan Library Cooperative for PLOS. She reviewed that the library receives state aid funding which goes to the cooperative who pools resources from area libraries, and distributes it among those libraries. At the first official meeting in January 2025, Capital Area District Library wanted to send payment via ACH instead of the required written check. Funds were never received by MMLC and CADL was scammed out of \$66,000. An attorney was hired and a resolution was reached having the cooperative to pay half, and CADL to pay half. Instructions from the cooperative were clear and they were not at fault. CADL has since left the cooperative and another library has as well. PLOS is looking at possibly going with another cooperative. Ms. McCarville feels PLOS may be better served with a different cooperative, as the library needs to be a cooperative member to receive state aid. She does not see the future of MMLC going forward. We need to give 180 days' notice to exit the cooperative, and would like to see a structured exit plan in place. Ms. Campbell was thanked for agreeing to be on the board. Mr. Eric Palmer of MMLC will be at our December board meeting. There was discussion about the amount of funds PLOS would lose by joining a different cooperative. Ms. McCarville will look it up and advise the board.

The next meeting will be held December 18, 2025. Chapter 5 of the Trustee Handbook will be reviewed. The meeting adjourned at 6:11 p.m.

Respectfully submitted,

Sarah Keenan-Lechel

Secretary

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