
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 September 16, 2021, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, and Mr. Mike Thompson. Ms. Trisha Baker and Mr. Ralph Martin were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Kathleen Cunningham, and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda. There were no corrections or additions requested.

PUBLIC COMMENTS

Mr. Eddie Billings stated that he has information that Frederick Douglas had been at the Hoyt library to speak, and he would like something to commemorate this event, and have it posted here in the library. There was some discussion. Mr. Billings advised that he will get the details of this event and forward them to the Director.

APPROVAL OF MINUTES

The President asked all to review the minutes of the June 17, 2021 meeting.

The President entertained a motion to approve the minutes of the June 17, 2021 Library Board meeting as presented. Ms. Pamela Clark so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Cunningham presented the June, July and August, 2021 PLOS checks lists covering checks numbered 80902-81135. She highlighted several checks from each month. Ms. Schneider Branch questioned the amount issued to Middle Cities. Ms. McCarville explained it was payment for a full year. Also questioned was the MMLC payment. Ms. McCarville said we give half of the state aid payment to MMLC. Some will cover programs. Ms. Kloc asked about Data Processing check #81035. Ms. McCarville said

it was a quarterly expense. Ms. Schneider Branch asked about check #81128 to Envisionware. Ms. McCarville stated that it covered a 4 year agreement for mobile printing from a phone or computer. The patrons love this feature. There were no other questions.

The President entertained a motion to approve the PLOS June, July and August, 2021 checks lists as presented. Ms. Diane Kloc so moved, with a second by Ms. Pamela Clark. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS August 2021 expenditures, noting that there was nothing too surprising. Line 280 Workers' Comp is at 81.9% spent, a one-time only charge. She pointed out there were no injuries last year. Line 334 On-Line Journal Databases is 95.1% spent and most everything is paid for on that line. It was mentioned that there was a lot of red on the report. Ms. McCarville said those will even out. There were no questions. Ms. McCarville then reviewed the Zael Expenditures for August. She noted Zael's salaries equal 14.69% of their budgeted amount or 6.53% of their total budget, keeping payroll and benefits in line. Line 334 On-Line Journal Databases is fully spent for the year. Ms. Kloc asked if Line 508 Software is Zael's share of the cost? Ms. McCarville said yes. There were no other questions.

Revenue Report

Ms. McCarville reviewed the PLOS August report. Line 110 Current Local Taxes shows 1.7M received, which is 76% of the budgeted amount. Line 124.2 Butman-Fish Contributions was budgeted at \$500, and is \$1430.30 received. Ms. Kloc asked if State Aid is usually at this percent at this time of the year. Ms. McCarville explained that yes, payment is based on rates from the last year and paid on a per capita basis. She then advised there is talk of increasing the state aid. Ms. McCarville added that we received a contract payment from Saginaw Township today. There were no other questions. The Zael revenue report for August reflects very little activity. Line 131 Copy Machines is \$304.86 received, 26.2% of the budgeted amount. Mr. Thompson asked if the library will ask the City for some of the Covid funds. Ms. McCarville said the library is not included to receive funds from the City, but she has applied for a grant using ARPA funds for a bookmobile. She explained that the State gets federal money and divides it up. We have to wait until the State completes their budget and appropriates funds to the Library of Michigan, and we will be notified if we can get the vehicle. Mr. Thompson said there was a City planning session at the Temple Theatre to discuss disbursement of funds. There was discussion on how money may be appropriated and when. There were no other questions.

COMMITTEE REPORTS

Ms. Schneider Branch spoke on behalf of the Personnel Committee. She reported that all of the Director's evaluations were completed and all were positive. She also added that the Board will do a self-evaluation and will share it in the next two months. There was discussion on which survey platform would be best. Ms. McCarville offered technical assistance from our IT professional and added that if there is a cost, the library can cover it.

DIRECTOR'S REPORT

Ms. McCarville spoke about the TIFA Opt-Out, saying that the library pays into the DDA for Saginaw and Kochville Township. For the City, the cost is not much, but for Kochville it is increasing. When the auditor comes to review the recent audit she will ask them to discuss this with us. She added that our dedicated millage is for funds to come to the library. With the Tax Increment Financing Act the DDA captures our funds, and Ms. McCarville wants us to use it as library money. We want to support both the City and Kochville. She noted that new millages passed are automatically exempt and it is simple to opt out, just need a letter. There was discussion on Tittabawassee Township's library usage. Ms. McCaville advised that their use of Zauel Library and downloadables is skyrocketing, and we only capture their penal fines. When we entered into agreements, Freeland wasn't as large as they are now. She advised that we need Yeo & Yeo to look at the numbers as a consultant 3rd party, to determine if we can continue to serve them and not be compensated for it. Ms. McCarville said we are waiting to hear if we will receive funds from the State of Michigan (Covid funds) and the LSTA Grant. The annual conference will be held October 13 & 14 virtually. She noted that there will be sessions targeted for board members and registration can be done online. She then reviewed highlights from each branch. Zauel's book sale begins September 22nd. PLOS is participating in the Big Read. Our program will be in October, a book discussion with staff member Yolanda Rico and her mother leading it. Books will be available. There were no other questions.

OLD BUSINESS

New Board Member Input.

Ms. McCarville brought attention to the flyer advertising our vacancy, which runs through October 11. She is seeking suggestions for an interested community member with a passion for libraries, who is excited and uses the library, and has a desire to join us. All meetings are in-person due to the open meetings act.

NEW BUSINESS

SEIU Contract

Ms. McCarville stated that the contract has been ratified by union members, without many changes to the previous contract. Highlights included 3% raises for each of the 3 years, and some Holidays have been changed to Administrative Closings. Business leave has been reduced by one day for all employees. Longevity could not be eliminated. Half of the union members will receive \$300.00 for 25+ years of service, and those with 30+ years of service will receive \$500.00. These are one-time payments. The contract was negotiated with Clint Bryant at SEIU. There were no questions. She requested Board approval and a signature on this 3-year contract.

The President entertained a motion to approve the SEIU Contract as presented. Ms. Pamela Clark so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

Amended Holiday Schedule

An updated 2020-2022 Holiday Schedule highlighting holidays previously approved that have been changed to administrative closings as part of the ratified union contract was reviewed. Board approval for the corrected list was requested.

The President entertained a motion to approve the Amended 2020-2022 Holiday Schedule as presented. Ms. Pamela Clark so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

Amended Employee Handbook

An electronic copy of the Employee Handbook previously revised in 2016 and updated in 2021 was reviewed. Along with the revised holiday and leave changes, library clerks can now wear jeans every day that are clean and respectful. Board approval of the revisions to the handbook was requested.

The President entertained a motion to approve the changes to the Employee Handbook as requested. Ms. Diane Kloc so moved. Mr. Mike Thompson seconded the motion. The motion carried unanimously.

Board Retreat October 16, 2021

Ms. McCarville announced that the retreat will be held at the SVRC beginning at 9:00 a.m. October 16, 2021. She has asked Eric Palmer from MMLC to speak on building a strong board, and requested Ms. Pam Clark to introduce him to the group, and she agreed. Mr. Jack Kidwell from Tri Star Trust will speak on growing our future, and where we are at with investments, as well as suggestions for the Trust and Foundation.

Garrett Schmidt will give a tech update, and the retreat is expected to end about 12:30 p.m. Ms. Diane Kloc announced her daughter will be married that day in San Francisco and she will be unable to attend the retreat. Mr. Thompson asked if it would be appropriate at this meeting to talk about library hours. Ms. McCarville said there will be 20 minutes for Q&A. Ms. Schneider Branch asked if it is appropriate to review the Strategic Plan. Ms. McCarville said next month she will have the first update for the Board. There was no more discussion.

The President entertained a motion to approve the Board Retreat details as presented. Ms. Pamela Clark so moved with a second by Mr. Mike Thompson. The motion carried unanimously.

Ms. McCarville announced that she will be on vacation October 1-15.

The next Board meeting will be held October 21, 2021.

The meeting adjourned at 6:08 p.m.

Respectfully submitted,

Michael Thompson, Secretary
