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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 September 17, 2020, at 5:00 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Diane Kloc, Mr. Ralph Martin and Mr. Mike Thompson. Mr. Bob Johnson was 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 attendees to review the agenda. There were no corrections or additions requested. She then asked new Trustee Trisha Baker to introduce herself again. Ms. Baker stated that she is a teacher at Saginaw High, and her appointment was approved last Monday. She has taught English for 25 years. She loves the library.

## **PUBLIC COMMENTS**

There were no public present.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the August 20, 2020 meeting.

The President entertained a motion to approve the minutes of the August 20, 2020 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. Speight presented the August PLOS checks list dated September 9, 2020 covering checks numbered 80214-80265, written August 20 & 21, 2020, highlighting several items. A question was asked about vendor Hand2Mind. Ms. Speight said it was a new vendor. She also replied that there was only one check run in August.

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

## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS August 2020 expenditures. Line 320, Adult Books is 3.3% spent. After the shut down the vendor was backed up but new books are trickling in. There was nothing unusual or remarkable in the expenditures. Spending totals are where we expect them to be this time in the fiscal year. Ms. Kloc asked if Line 561 Contractual Expense is the amount for the whole year? Ms. McCarville will double check on this but thought it may be something from last year. Ms. Schneider Branch asked about Line 532 Summer Reading Club's YTD expenditures. Ms. McCarville noted that a large donation came from the Friends for this. There were no other questions. Ms. McCarville then reviewed the Zael August Expenditure report. She advised that expenditures are right where we expect them to be. Line 200 Salaries is 17.9% spent, right on track. She advised that today Bill O'Brien, Reference Librarian at Hoyt accepted the branch head position at Zael. Lynn Heitkamp from Butman-Fish will come to Hoyt as a full-time Librarian. Josh Ohlendorf's position was eliminated in July and he will come back part-time at Butman-Fish. Ms. Kloc asked about Line 401 Telecommunications, with half of the budget spent already. Ms. McCarville explained that a car accident across from the library hit a pole and took down the fiber. Repairs found not enough fiber coil remained, and all new line had to be pulled which was very expensive. There was discussion on whether an insurance claim should be filed. Ms. McCarville explained that we had a larger claim with the mold remediation at Hoyt and was not sure if this would qualify. There were no other questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS August report stating that Line 110 Current Local Taxes shows we have received 70.4% of the budgeted amount which is encouraging in this time of economic insecurity. Not much other revenue activity took place in August. There were no questions. She then reviewed the Zael report saying there was not much revenue activity in August. Line 132 Concessions received \$311.94 in August which remains steady. With fewer patrons coming into the branch, we will watch this line. It was asked if State Aid at 79.1% was normal for this time of the fiscal year? Ms. McCarville replied, yes. There were no other questions.

## **COMMITTEE REPORTS**

Ms. Kloc spoke for the Personnel Committee, noting that only 4 of the evaluations were received. She will meet with the committee this week and discuss the results at the meeting next month.

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## DIRECTOR'S REPORT

Ms. McCarville reported Merrill Lynch advised that they are no longer able to serve as wealth management for the Public Libraries of Saginaw and the Saginaw Public Libraries Foundation. The Merrill Lynch legal team wants to divest themselves of any publicly held funds due to several lawsuits, but will still handle the Hoyt Trust. They will close both accounts and we need to place them elsewhere. She has spoken with Mr. Youngstrom our auditor and he will contact Mr. Schropp. We will need another strategy for investment, and Huntington is an option. Ms. McCarville indicated that the Finance Committee needs to meet with the auditor to go over coming up with a strategy to move the Merrill Lynch funds and go over the audit report as well. Ms. McCarville gave a number of dates that Mr. Youngstrom is available and it was decided to meet October 5<sup>th</sup> at 3:00 p.m. at Hoyt in the auditorium. All Board members are invited to attend. Merrill Lynch needs to know soon what our plans are, as the change needs to be executed by the end of November. There will be no penalties.

Ms. McCarville has the paperwork necessary to sign for check authorization for Ms. Kloc and Ms. Schneider Branch. She then indicated that patrons are getting used to wearing masks. September is Library Card Sign Up Month. We have a promotion for back-to-school for those in K-8. Children show their library card (or sign up for a card) and receive a bag of school supplies. Ms. McCarville noted that the Saginaw Correctional Facility sewing club made and donated cloth masks. Librarians are busy doing storytime and online craft activities. She reviewed various items of interest at the branches. There was discussion on whether MSU Extension would be leaving the area. Ms. Schneider Branch asked what is being done to promote Library Card Sign Up Month. Ms. McCarville stated there is information in each branch, ads in Word Up and Review publications as well as contacts in the schools, Facebook, Twitter and our website. There was discussion on virtual signup. Ms. McCarville explained about confusion with Bridgeport residents who still think they are part of our legal service area, so that option is not offered. Ms. McCarville said we are working with teachers, the application is online and they can come in and pick up a card. Ms. Baker indicated that the school district has coaches and different people can push out information to teachers and then to students. Ms. McCarville explained that we must verify addresses and when students are minors, we need adult signatures which makes it more difficult to do virtually as card holders are responsible if they lose materials. She advised that we are fine free now so none will accumulate. Fines for overdues are being waived to remove barriers from people who stopped using their library card. Mr. Thompson asked about having a bookmobile, thinking that a mobile unit would work, especially during these times. There was much discussion. Ms. McCarville will look into costs. Ms. McCarville will set up a date to meet with Ms. Baker to go over the duties and responsibilities of being a trustee. All Board members are welcome to attend to get a review as well.

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## **OLD BUSINESS**

Ms. Kloc suggested going over sections on the orientation at the end of each meeting to refresh the duties and responsibilities. Ms. McCarville added that next month she will provide a quarterly dashboard on the strategic plan. Ms. Schneider Branch asked if the plan had been shared with staff. Ms. McCarville will schedule meetings with various departments, but it has not been shared in its entirety. She is working with the children and teens staff on their part with a focus on virtual. It is a 3 year plan. Ms. McCarville said unofficially, yes.

## **NEW BUSINESS**

Ms. Schneider Branch asked if Merrill Lynch or Mr. Youngstrom said anything about moving the Trust money also? Ms. McCarville explained that the Foundation is not public money. Mr. Schropp indicated that when the audit is completed the Foundation is added as a component of PLOS, but not the Trust. Mr. Youngstrom indicated it does too, so he will speak with Merrill Lynch to clear this matter up.

The next Board meeting will be held October 15, 2020.

The meeting adjourned at 5:46 p.m.

Respectfully submitted,

Michael Thompson, Secretary

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