



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 February 17, 2022, at 5:11 p.m., at the Hoyt Main Library. Board members present were: Ms. Trisha Baker, Ms. Ann Schneider Branch, Ms. Sarah Keenan-Lechel and Ms. Diane Kloc. Ms. Pamela Clark, Mr. Ralph Martin and Mr. Mike Thompson 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. No additions or corrections were requested.

PUBLIC COMMENTS

Ms. Andrea Norton, Community Engagement & Partnership Coordinator with the VA spoke about her program to reach veterans with information on VA care, benefits and services. Ms. McCarville will connect her and our staff regarding her took kits of information to provide to our patrons. Mr. Mike Noel requested our policy on closing requirements. Ms. McCarville explained that we want to stay open and provide service as much as possible.

APPROVAL OF MINUTES

The President asked all to review the minutes of the January 20, 2022 meeting.

The President entertained a motion to approve the minutes of the January 20, 2022 Library Board meeting as presented. Ms. Diane Kloc so moved. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Cunningham reviewed the January 31, 2022 PLOS checks list covering checks numbered 81428-81473. She highlighted several checks. Ms. Baker asked if the Dell check paid for Chrombooks. Ms. Cunningham said it was for servers. Ms. McCarville explained that the Chromebooks were paid for with grant funds. Dell billed the Library

of Michigan for those. Check 81432 to AT&T was questioned. Ms. McCarville stated that the library has transitioned from AT&T to Spectrum for better prices. There were no further questions.

The President entertained a motion to approve the PLOS January 2022 checks list as presented. Ms. Diane Kloc so moved, with a second by Ms. Trisha Baker. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS January 2022 expenditures, noting that we have spent 56.4% of the budget. Line 320 Adult Books is at 54.6% spent while Line 321 Juvenile Books is 89.3% spent. Ms. Kloc asked if more adults were checking out digital copies, and Ms. McCarville said yes. She mentioned that non-fiction has been weeded and we will be ordering replacements. There were no other questions.

Ms. McCarville reviewed the January 2022 Zauel expenditures, noting that Line 320 Adult Books is at 78.7% spent, while Line 321 Juvenile Books is only 32.4% spent. She stated that we are replacing all state and country books. There were no other questions.

Revenue Report

Ms. McCarville reviewed the PLOS January report saying that we are in good shape with what is collected. Line 124 PLOS Donations is at 100%. Ms. Kloc questioned Line 173 Law Library, showing nothing received. Ms. McCarville explained that we are in year 2 of a 3 year contract with the County to host the Westlaw Database. The County wants to discontinue the law library based on usage statistics, but still owes funding. Ms. McCarville has been, and will continue to be in contact with the County and will have this on the agenda for next month. Ms. McCarville said we have a free Legal Self-Help system here that is getting more usage. There were no more questions. The Zauel revenue report for January was reviewed. Ms. McCarville stated that Line 131 Copy Machines is on track with 73.8% received. She then mentioned that the Township held their budget hearing on Tuesday and approved Zauel's budget. There were no questions.

COMMITTEE REPORTS

No committees have met.

DIRECTOR'S REPORT

Ms. McCarville reviewed the Virtual Millage Series starting in March. Our millage may go on the ballot in 2023 for a renewal only, not an increase. She also spoke about how some libraries are facing book challenges and censorship. We do have a book selection policy with a procedure if a patron has a complaint or concern about a book.

Various events at the branches were reviewed. Butman-Fish holds their book sale April 27-30, Hoyt Children's department is being reorganized, and Wickes will participate in the Meet Up and Eat Up program. Ms. McCarville reported the computer usage is increasing. The Butman-Fish writing center is not being utilized. They may set up a program like resume writing. There was discussion on games available for checkout at Hoyt.

Ms. McCarville gave an update on the Strategic Plan. There are 3 main sections to the plan and today she discussed the first section, "service." The plan is in the works, but she does not want to compare statistics from pre-covid, so 2021-2022 will be the base year. She indicated that once the bookmobile is used we will see an increase in usage. During the first 6 months of the year we gave out 1,233 new library cards. The bookmobile can provide programs too, like going to parks and giving puppet shows at different locations, and being on-site at elementary schools on the first day of school. We will keep track of the number of people served with the unit. In-person programming for children will resume in April, and we now have Canva training for those looking for grants. We have provided beginning genealogy classes, Saginaw murder club, ghost tours, jewelry classes, pour paint event and make and take crafts are still being provided. We are increasing Local History and Genealogy awareness and finding out that providing a podcast is much more work than anticipated. We continue working on that. Plans are being worked on to provide a lock-in type program as well. Next month Ms. McCarville will have the second bullet point update for the Strategic Plan.

Ms. McCarville included an updated statistics sheet from the Library of Michigan, with comparisons of PLOS with similar libraries in the state. This comparison shows where we are compared to our peers. She noted that we are on the low side in average spending. We need to do more with what we have. Staffing level is good. There was some discussion.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Parking Lot

Ms. McCarville spoke about the parking lot adjacent from the library, next to the church. In 1995 an agreement between the Methodist church and library was signed we thought in perpetuity. The agreement was for 25 years and ended in 2020. In the meantime, Kingdom Life purchased the building. The library owns one third of the lot closest to Janes Street with 22 parking spots. The next 1/3 is owned by New Beginnings daycare. The back 1/3 is owned by Kingdom Life. We cannot reach anyone at Kingdom Life to discuss this. Ms. McCarville feels we don't need all 3 sections of

the parking lot, however the entrance is not on our property. The situation is up in the air at this point. Hopefully we will have more to report next month. Our plan was to do parking lot replacement on both lots following the Jazz on Jefferson event in June.

The meeting was adjourned at 6:18 p.m.

The next meeting will be held March 17, 2022.

Respectfully submitted,

Michael Thompson, Secretary
