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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 January 20, 2022, at 5:02 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. Ms. Sarah Keenan-Lechel was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Kathleen Cunningham, and Ms. Maria McCarville. Mr. Jack Kidwell from Tri-Star Trust was also present.

## **PRESENTATION OF AGENDA**

The President asked all attendees to review the agenda. No additions or corrections were requested. Mr. Ralph Martin motioned to accept the agenda as presented. Ms. Trisha Baker seconded the motion. The motion carried unanimously.

## **PUBLIC COMMENTS**

There was no public present.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the December 16, 2021 meeting.

The President entertained a motion to approve the minutes of the December 16, 2021 Library Board meeting as presented. Ms. Pamela Clark so moved. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

## **FINANCIAL MONTHLY REPORTS**

### **Check Register Report**

Ms. Cunningham reviewed the December 30, 2021 PLOS checks list covering checks numbered 81344-81427. She highlighted several checks. There were questions regarding the LENA check. Ms. McCarville said it is a new program for early childhood, birth-3, to track speech and language patterns. Although it is on the agenda for today, due to staffing changes and Covid the program will begin in the Fall. Additional information will be presented at the meeting in February. Ms. Diane Kloc asked if World Book Encyclopedia's are available electronically. Ms. McCarville said we receive

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both hard copy and electronic copies with our subscription. Check #81344 to Hoyt Trust to correct payment was also questioned. Ms. McCarville said it was to correct a payment made incorrectly to a branch instead of the Trust. Ms. Schneider Branch questioned check #81391 to Hoyt Trust. Ms. McCarville explained that we reimburse Hoyt monthly now. PLOS reimburses the Trust for expenses like utilities and snow removal. There were no further questions.

The President entertained a motion to approve the PLOS December 2021 checks list 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 December 2021 expenditures, noting that Line 280 Workers' Compensation reflects a credit of \$3,413.00 for days we were closed and having no injuries or claims. Line 430 Building Maintenance reflects a credit of \$6,210.61 to correct a journal entry from the previous month. Line 432 Trash Removal shows a credit of \$86.46 as the December payment was paid November 31. Ms. Kloc questioned Line 561 Contractual Expense – Cooperative. Ms. McCarville explained that we received two payments this year, one should have been received in the last fiscal year, but was received late. This also caused Line 560 Contractual Expense – Hoyt to be over budget as well. Ms. Schneider Branch questioned Line 500.1 Stationery and Supplies – Administration. Ms. McCarville stated that Hoyt orders supplies, and branches are charged when they need them. Ms. Trisha Baker questioned Line 432 Downloadables. Ms. McCarville explained that a donation from the Zael Friends resulted in getting more funding than expected. There were no other questions.

Ms. McCarville reviewed the December 2021 Zael expenditures, noting that everything is in line here. Line 510 Printing for \$391.00 is their portion of the cost for the newsletter. Line 533 Programs reflects \$73.39 for children's programs for make and take crafts. Ms. Schneider Branch questioned Line 280 Workers' Compensation. Ms. McCarville said it is based on the number of employees. There were no other questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS December report saying that although there was not much activity in the report, Line 110 Current Local Taxes received \$36,165.68 in December and is 101.7% received. Overall revenues are 90.6% received. There were no questions. The Zael revenue report for December was reviewed. Ms. McCarville stated that Line 197 Contract Contribution shows \$140,513.00 received. They are right on target with payments. There were no questions.

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## COMMITTEE REPORTS

No committees have met.

## DIRECTOR'S REPORT

Ms. McCarville reported that Hoyt was one of 18 libraries to receive free at-home Covid test kits from MDHHS. She distributed them to the public, noting that patrons were pleasant and appreciative for them. We will continue to distribute them when more are received. She mentioned that we will continue to provide Make and Take crafts for young children, and do programming virtually as we are concerned about face-to-face contact with extremely young children. We received an ARPA Grant for 5 laptops, Online Programming and Outdoor Programming Kits. The value of the kits is \$6,136.12 She feels the outdoor one will be great with the bookmobile grant. The second part of ARPA money will purchase digital content for Overdrive on job seeking skills, health, mental health, and general educational needs. Ms. McCarville noted that we are now circulating 100 Chromebooks and will have 100 iPads circulating as well. Hoyt is also circulating board games for adults and children. She then reviewed various programs at the branches.

## OLD BUSINESS

### LENA Program

Additional information regarding the LENA program has been tabled until the February meeting.

### Library Hours

Ms. McCarville spoke with the Branch Head at Wickes regarding statistics and Saturday hours, and viewing security footage at the main door to see usage patterns. Usage on Saturdays is poor on a consistent basis, and they would like to close the branch on Saturdays. The branch has more usage Monday-Thursdays. She mentioned that when we get the bookmobile, we plan to primarily direct services to that neighborhood area. She has received telephone confirmation that the bookmobile vehicle has been secured and all is on track to begin work on it in February for modifications. We should have the vehicle by September, but hopefully in July or the beginning of August. Scheduling will be easier to do more class visits and programming. There was some discussion. No other hour changes are being made to the other branches. There were no questions.

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## **NEW BUSINESS**

### **Tri-Star Trust Accounts Review**

Ms. Jack Kidwell from Tri-Star Trust provided an overview of the markets and investments, noting that 2021 was a good year for the market. Specific details for the Hoyt Trust and Saginaw Public Libraries Foundation are found in their respective meeting minutes.

### **Budget Adjustments**

McCarville reviewed the list of branch budget adjustments, noting that in addition to the listed adjustments, the Director can authorize further adjustments up to \$3,000 between expenditure line item accounts to assure all line item budgets finish under 100%, however she wants the Board to be aware of all changes. She listed the adjustments and reasons for the transfers along with the accounts to be reduced. A grant for \$250,000 was received after the budget had been approved. Ms. McCarville included a budget adjustment to increase the revenue account and the grant account accordingly.

The President entertained a motion to approve the January 20, 2022 Budget Adjustments as presented. Mr. Ralph Martin so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

### **MERS**

The Municipal Employees' Retirement System requires meeting minutes showing that the director's employment contract was approved. Although the contract was approved and signed last September, this was not covered in meeting minutes.

Ms. Pamela Clark motioned to reaffirm that the Director's 3-year employment contract began July 1, 2021, and was approved and signed by the Board President and Library Director in September 2021. Ms. Diane Kloc seconded the motion. The motion carried unanimously.

The meeting was adjourned at 6:27 p.m.

The next meeting will be held February 17, 2022.

Respectfully submitted,

Michael Thompson, Secretary

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