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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 March 17, 2022, at 5:01 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Sarah Keenan-Lechel, Mr. Ralph Martin and Mr. Mike Thompson. Ms. Trisha Baker and Ms. Diane Kloc were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Kathleen Cunningham, Ms. Maria McCarville, and Ms. Stephanie Reinhardt.

## **PRESENTATION OF AGENDA**

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

## **PUBLIC COMMENTS**

No public were present.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the February 17, 2022 meeting.

The President entertained a motion to approve the minutes of the February 17, 2022 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 February 28, 2022 PLOS checks list covering checks numbered 81474-81533. She highlighted several checks. There were no questions.

The President entertained a motion to approve the PLOS February 28, 2022 checks list as presented. Mr. Ralph Martin so moved, with a second by Mr. Mike Thompson. The motion carried unanimously.

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## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS February 2022 expenditures, noting that expenditures are on target. She highlighted Lines 340-341 Audio Visual Adult (53.8% spent) and Juvenile (42.2% spent). She pointed out that we are not purchasing as many DVDs and the excess funds will be put towards Overdrive, Kanopy and Hoopla. Line 433 Snow Removal is 87.5% spent. She indicated that more budget adjustments will be made in June. There were no questions.

Ms. McCarville reviewed the February 2022 Zael expenditures, noting that they are in good shape. Line 340 Audio Visual Adult is at 57.2% spent, and 341 Audio Visual Juvenile is 84.1% spent. There were no questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS February report saying that we are in good shape with what is collected. Line 110 Current Local Taxes is 103.8% received. Line 120 Income from Grants received \$113,182.50 in February, which is reimbursement for the first half of the bookmobile. Ms. Clark asked which expense line that be charged to. Ms. McCarville explained it would be Line 617 LSTA Grants. We will remove the "LSTA" next year and make the line just "Grants." Ms. McCarville added that we have also received 2 other grants for \$50,000 each, which we used to purchase 100 Chromebooks and 100 iPads. Grant applications have been submitted to the Library of Michigan for Summer Reading Program funds. There were no questions. The Zael revenue report for February was reviewed. Ms. McCarville said Line 131 Copy Machines brought in \$116.22. There were no questions.

## **COMMITTEE REPORTS**

No committees have met.

## **DIRECTOR'S REPORT**

Ms. McCarville stated that February was a good month for the library. She mentioned that Andrea Norton from the Veteran's Administration who attended the January meeting also attended a branch head meeting. She has promised to provide tool kits for veterans. Ms. McCarville then requested interested board members to do a walk-around of the 3 city branches to view what work is needed for budget planning. She will do a poll of the members for a Friday afternoon date. There was some discussion. Ms. McCarville explained that the Library of Michigan had an advocacy virtual day again, offering good tips. She then reviewed programming in the individual branches and mentioned in-person programming will resume in April. This Saturday Hoyt will host a program on Emmitt Till. The February statistics were reviewed. The Jazz on Jefferson event will be held June 8. The committee will meet here to plan for a Jazz Band, food truck, tent, tables and chairs. Tours of the library will also be offered.

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## **OLD BUSINESS**

### **LENA Program**

Stephanie Reinhardt spoke about LENA, Language Environment Analysis for children ages 3-33 months. She explained how a tiny device inside the child's shirt records how many serve and return interactions take place between the child and caregiver. This information measures frequencies and sets goals for each week. The program runs once a week for 10 weeks. A free book is provided for each child every week. Studies have shown the program helps build better relationships between caregivers and the child, better communication, reading skills, and early brain development. The library has purchased 20 units, which can be re-used. PLOS is only the 2<sup>nd</sup> library in Michigan to offer this program. Any questions can be directed to Michelle Zimostrad at the Butman-Fish Branch, or Stephanie here at Hoyt.

### **Policies & Procedures 16.04 – Rules of Conduct**

Ms. McCarville stated that the Policy had not been updated since 2010, and several items have changed since that time. The proposed policy would allow cell phone usage in the library so long as it does not disturb others. Food and drinks are now allowed in designated areas, which are not near computers. We have also added marijuana to the banned substance list. A list of penalties was also included, as well as an appeal process. There was some discussion.

The President entertained a motion to approve Policy 16.04 Rules of Conduct as presented. Mr. Ralph Martin so moved. Ms. Sarah Keenan-Lechel seconded the motion. The motion carried unanimously.

### **Strategic Plan**

Ms. McCarville presented Part 2, Usability. 2.1.1 - All branches have more charging stations and USB ports. 2.1.2 – New carpet requests have not been forgotten. 2.1.3 – Our branches are not purchasing as many hard copies of reference materials, and the storage space will now be used to house the library of things. 2.1.5 – Butman-Fish and Zauel have replaced their computer chairs. 2.1.6 – Parking lot improvements are in process and will be completed before fall. 2.1.7 - Exterior signs with the new logo will be installed at Hoyt and Wickes. 2.2 - Keep current with emerging trends and technology. A security robot was suggested by staff, but we are not ready for that yet. There was some discussion.

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## **NEW BUSINESS**

There was no new business.

The next meeting will be held April 21, 2022.

The meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Michael Thompson, Secretary

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