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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 May 19, 2022, at 5:00 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, and Ms. Maria McCarville.

## **PRESENTATION OF AGENDA**

The President asked all attendees to review the agenda. Mr. Thompson brought up the Claytor suggestion. Ms. Schneider Branch said the subject will be added to the agenda under New Business.

## **PUBLIC COMMENTS**

There were two individuals present. No comments.

## **APPROVAL OF MINUTES**

The President asked all to review the minutes of the April 21, 2022 meeting.

The President entertained a motion to approve the minutes of the April 21, 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 April 2022 PLOS checks list, covering checks numbered 81631-81676. She highlighted several checks. There were no questions.

The President entertained a motion to approve the PLOS April 2022 checks list as presented. Mr. Ralph Martin so moved, with a second by Ms. Pamela Clark. The motion carried unanimously.

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## **Consolidated Expense Report**

Ms. McCarville reviewed the PLOS April 2022 expenditures, noting that total expenditures are at 77.5%. Salaries comprise 79.02% of their budgeted amount, and comprise approximately 32.27% of the total budget. She stated that there was nothing out of the ordinary to report for April. There were no questions. It was mentioned that spending has been cut off for the remainder of the fiscal year to get everything paid before June 30.

Ms. McCarville reviewed the April 2022 Zauel expenditures, noting that they are in good shape. Current month expenditures total \$61,946.61. Their Salary lines are at 76.62% spent, and are approximately 34% of the total budget. Overall, Zauel has spent 62.2% of their total budget. Ms. McCarville noted they are in good shape as well. There were no questions.

## **Revenue Report**

Ms. McCarville reviewed the PLOS April report. We received \$36,880.06, our first State Aid payment for this year. We are working with a new auditor to get entries done to reflect payments accurately. An accounting correction is necessary for the late payment from the prior fiscal year. There were no questions. The Zauel revenue report for April was reviewed. Current month revenues total \$338,986.77, with the largest portion being the Township's contract contribution. There were no questions.

## **COMMITTEE REPORTS**

No committees have met.

## **DIRECTOR'S REPORT**

Ms. McCarville stated that April was a good month for the library. She advised that PLOS has submitted an ARPA proposal online asking for \$50,000 for our Library of Things. She asked for book reviewer volunteers from the Board. Reviews are posted on social media and our newsletter. Please review a recently published book and submit a 200-300 word review on an adult, young adult or children's book. Ms. McCarville said the Friends Annual Meeting was held with Stephanie Reinhardt as the featured speaker, on the topic of LENA Start Program. Friends Treasurer Elizabeth Stuber suggested Saginaw Career Complex could design a wrap for our bookmobile, and possibly install it too. Ms. McCarville will contact Specialty Vehicle Services to get approval. She then advised that Butman-Fish is collaborating with Midland Center for the Arts by promoting the musical Anastasia, by hosting a related book with an enter-to-win ticket display. A virtual storytime with a cast member of the production is also possible. Ms. McCarville also advised that the library will be sending out a survey targeting adult programming (for days, times and subjects). One will also be available in each copy of our newsletter.

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## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

Mr. Thompson again said he would like Claytor Library to be a member library with PLOS. Ms. Schneider Branch said the library cannot afford to do anything about a library at First Ward. Mr. Thompson indicated all he wants is to put the PLOS name on the facility with no financial assistance. Ms. Schneider Branch explained that PLOS's association with First Ward ended in 2014, and it was not contentious. The library extended an offer at that time to Michelle McGregor, CEO at First Ward, to keep the materials that remained there and offered to work with them to maintain their library. The offer was declined. There was much discussion. Ms. McCarville will reach out to both Bob Johnson and Teresa Stitt regarding this discussion.

### **L-4029**

Ms. McCarville requested Board approval for the 2022 Tax Rate Request form L-4029. This form is required each year as we are a district library, to authorize entities to levy taxes on our behalf.

Ms. Pamela Clark motioned to approve the 2022 Tax Rate Request as presented in the Board packet. Mr. Ralph Martin seconded the motion. The motion carried unanimously.

There was discussion about when to put the millage request out for vote. Ms. McCarville would like to have it on the ballot in the Fall of 2023, but will check to see when the renewal can be added to the ballot.

### **Future Meeting Schedule**

Ms. McCarville asked the Board to consider altering the meeting schedule from each month to possibly every-other-month as some area libraries are doing. There was some discussion. It was decided to re-examine the By-Laws and table this topic until the June meeting, when 3 more Board members are present. It was requested to bring a tentative meeting schedule to the meeting, with a caveat saying that if necessary, additional meetings can be called.

A Finance Committee meeting needs to be scheduled. Ms. McCarville will send out an email or poll to determine the best date and time for everyone. She is still waiting for information from WTA for more accurate prices on the parking lot at Butman-Fish and from the auditor regarding the Hoyt Trust. Ms. McCarville added that she has applied

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for a façade grant, but received feedback that we are not eligible, even though we meet the qualifications. We need to replace the sign at Hoyt. She stated that we pay into the DDA and should be eligible. She will find the amount the library pays to DDS each year.

Ms. McCarville pointed out a message left by a patron. The patron checked out a Chromebook and left a thank you note. ARPA funds were used to purchase 100 Chromebooks and 100 iPads. A follow-up grant for 200 additional Chromebooks has been applied for.

The meeting adjourned at 5:35 p.m.

The next meeting will be held on June 16, 2022.

Respectfully submitted,

Michael Thompson, Secretary

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