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# Library Board Meeting Minutes

## CALL TO ORDER & ATTENDANCE

Board President, Mr. Neville Britto, called the Public Libraries of Saginaw Board Meeting to order on February 4, 2016, at 5:04 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Mr. Neville Britto, Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, and Mr. Ralph Martin. Ms. Carol Selby was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Neica Dey, Mr. Aaron Kipfmiller, Ms. Maria McCarville and Ms. Patricia Speight.

## PRESENTATION OF AGENDA

The President asked all present to review the agenda. There were no additions or corrections requested.

## PUBLIC COMMENTS

Mr. Michael Noel advised that the heaters in the reading room make noises and he finds this distracting. Mr. Kipfmiller advised that a bearing on the fan motor is failing, and we will be resolving this issue soon. Ms. JoAnn Haveman voiced concerns about the possibility of not having t-shirts for the summer reading program this year. Mr. Ralph Bergelin from the Butman-Fish Friends group voiced his concerns noting that they would be able to add an additional one or two thousand dollars if needed. He feels that we would be missing a great opportunity for advertising and a push for reading. There was discussion. The public was thanked for their comments and the t-shirt issue will be discussed with the Director. Ms. Deborah Trombley provided photographs and awards that were presented to Butman-Fish Library at their 100<sup>th</sup> anniversary celebration. Gift bags with memorabilia were presented to each Board member. The Board offered Ms. Trombley their congratulations.

## APPROVAL OF MINUTES

The President entertained a motion to approve the minutes of the December 3, 2015 Library Board meeting as presented. Ms. Tina Gutierrez so moved, with a second by Mr. Ralph Martin. There was no discussion. The motion was carried unanimously.

## FINANCIAL MONTHLY REPORTS

### Check Register Report

Ms. Speight presented the PLOS checks list dated December 21, 2015 covering checks numbered 75175-75318, written from November 23-December 21, 2015, highlighting a

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number of items. There were no questions. She then presented the PLOS checks list dated January 22, 2016, covering checks numbered 75319-75418 written from January 7-21, 2016, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks lists dated December 21, 2015 and January 22, 2016 as presented. Ms. Tina Gutierrez so moved, with a second by Ms. Pamela Clark. The motion was carried unanimously.

## **Consolidated Expense Report**

Ms. Dey reviewed the PLOS expenditure report reflecting activity through December 2015. She noted significant reduction in wages of \$156,000, and a \$28,000 reduction in medical, dental and vision lines. Also mentioned were expenditures in Line 326.1 of Software, AV materials and robotic apparatus. Line 400 is down 6% due to mild winter weather. Ms. Dey also noted that we should have substantial funds in Line 719 Delinquent Tax Adjustments. She advised that expenditures are down \$131,000 compared to last year at this time. The Zauel report was reviewed. Ms. Dey noted that they are down \$10,000 in wages and \$15,000 in medical, dental and vision. Overall expenditures are down \$35,000 in expenditures with the bulk in wages, benefits, and a small amount in the reduction in their contractual agreement.

## **Revenue Report**

Ms. Dey reviewed the PLOS Revenue report through December 2015 stating that we have collected more in current local taxes than we did last year. We are still down in revenues, about \$9,000 compared to last year. There were no questions. She then reviewed the Zauel Revenue report noting that they are down \$16,000 in revenues, with the bulk being in donations from their Friends. It is expected that the Friends will make a large donation this year. There were no questions.

The President recommended that the monthly reports be received and filed.

## **COMMITTEE REPORTS**

No committees have met.

## **DIRECTOR'S REPORT**

Ms. McCarville advised that Jen Harden and Kim White have been accepted to Harwood Training, whose main focus is providing community outreach. Ms. McCarville went through this training last fall and found it excellent. She mentioned Senate Bill 571 (Public Act 269) which is legislation about barring libraries from spending public funds about local ballot proposals prior to an election. Ms. McCarville advised about a program encouraging every child to have been read 1,000 books before entering kindergarten. We have been awarded \$2,000 from Mideastern Michigan Library Cooperative to use for promotional materials and advertising for this program. Ms. McCarville will attend National Library Day in Washington, D.C. at no expense to the library. She advised that VITA volunteers started this week at Butman-Fish. She will help to recruit volunteers for this program so they can offer this service at Hoyt as well. There was discussion regarding the 3D

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printers MMLC has purchased. Ms. McCarville said that the printers will be rotated in zones, and we will be in contact with other libraries in our zone to determine dates for availability. She noted that the statistics on the back of the report are self explanatory. A copy of the One Book, One Community Read was provided to each Board member with the hopes that they will read it, pass the book along, and attend the author presentation on April 16.

## **OLD BUSINESS**

### **Board Retreat**

Mr. Britto suggested that the date for the retreat be moved to early fall, and that the Board would come up with an agenda and meeting location. There was some discussion on setting the meeting date for late September. Selection of a date is tabled until the March meeting.

## **NEW BUSINESS**

### **Budget Adjustment**

Ms. Dey explained that it is necessary to move funds from the Software Line to the Computer Equipment & Tech Upgrade Line as we had to purchase 12 hard drives for extra storage for our digitization projects and purchase a new computer for our Facilities Manager. She requested Board approval to move \$10,000 from Software to Computer Equipment & Tech Upgrade for these expenditures.

The President entertained a motion to approve the Budget Adjustment as presented. Ms. Tina Gutierrez so moved with a second by Mr. Ralph Martin. There was no discussion. The motion was carried unanimously.

### **Aaron Kipfmiller – Facilities Manager**

Mr. Kipfmiller introduced himself to the Board noting that his aim is to help improve the overall library experience. He noted several cost saving initiatives that he has negotiated and several contracts that will be coming up for renewal in the future. He also spoke about the sandstone restoration for the Hoyt building. He has contacted WTA Architects to conduct a preservation assessment and plans a comprehensive plan for funding this work. He will also be drafting an environmental sustainability plan to reduce energy consumption and reduce operating expenses of the library without loss of service.

There was much discussion regarding the t-shirt issue and the summer reading program. Ms. McCarville explained that the majority of children's staff has issues with difficulty getting proper sizes, huge over-runs, etc. and she wanted to try something new this year. The purpose of SRP is reading and she would prefer a nice book bag with a logo and a book for each finisher. The Youth Services staff is working on details.

Mr. Britto wished everyone a Happy Valentine's Day.

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The next Board meeting will be held March 3, 2016.

The President requested a motion to adjourn the meeting. Ms. Pamela Clark so moved with a second by Mr. Ralph Martin. The motion was carried unanimously. The meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Ralph Martin, Secretary

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