
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on June 1, 2017, at 5:05 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Melissa Garcia, and Mr. Bob Johnson. Ms. Tina Gutierrez, Mr. Ralph Martin and Ms. Carol Selby were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight.

PRESENTATION OF AGENDA

The President asked all present to review the agenda. Ms. Ann Schneider Branch requested an addition of Building Committee under "Committee Reports."

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the May 4, 2017 meeting.

The President entertained a motion to approve the minutes of the May 4, 2017 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Ms. Melissa Garcia seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated May 19, 2017 covering checks numbered 76815-76902, written from April 6-25, 2017, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated May 19, 2017 as presented. Ms. Ann Schneider Branch so moved, with a second by Ms. Pamela Clark. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the April 2017 expenditure report for PLOS. She pointed out that expenditures are where we expected them to be, with a few budget adjustments needed. Although Lines 410 and 420 both have significant balances showing, late purchases have been made. She advised that Line 641 Butman-Fish Boiler should be wrapping up soon. There were no questions. She then reported on Zauel's expenses, noting that they are in good shape with a few slight adjustments needed. There were no questions.

Revenue Report

Ms. McCarville advised that revenues are where we expected them to be. Due to a patron passing away Line 124.4 has shown a large increase. Ms. McCarville advised that Zauel's contract contributions of \$700,000 have been paid in full as expected. There were no questions.

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

COMMITTEE REPORTS

The Finance committee met with staff to review the proposed budget. After thorough review they will recommend adopting the budget under New Business.

Ms. Ann Schneider Branch and Mr. Ralph Martin of the Building committee met with Dan Rice Facility Manager and walked through the building from the roof down. Dan is putting together a list of long-range projects and others that are small ticket items. The roof is in bad shape and WTA Architects are performing a sandstone survey. Over the next year some fairly large expenditures must be done on the building. Mr. Martin is concerned about the lack of sprinklers in the basement area where staff spend time too. Ms. Schneider Branch will contact EMU's Preservation Masters Program to see if they might have some person who needs to do field work to do a study on the Hoyt building. She will speak with Tom Trombley at the Castle Museum for additional information as well. Ms. McCarville stated that we budgeted for an air handler and humidifier at Hoyt and are trying to keep up with maintenance. She added that the slate roof and sandstone will both be a challenge.

DIRECTOR'S REPORT

Ms. McCarville advised that Caleb Taylor, a patron who has been permanently banned from the libraries, and who attended the previous Board meeting to appeal the ban, continues to call and harass employees. A formal report has been filed with the Police and we will obtain a PPO from the Court House as we are taking this seriously. Ms. McCarville then advised that we have a pending lawsuit from our former facility manager who retired in 2015, who is disputing our sick leave payout policy. She said that our Middle Cities Risk Management has retained an attorney and at this point the Judge will make a decision. We recently had an All Staff Meeting where Pulse3 personnel conducted CPR and AED training. Ms. McCarville attended meetings with Delta College advisory board and is on the SVSU advisory board also. WTA Architects will be at Hoyt the 2nd week in June to do the sandstone survey. Ms. Clark requested that they come and report at a future Board meeting. Ms. McCarville has attended the B-F and Umbrella Friends

meetings, noting that we appreciate their hard work. There was much discussion regarding increasing teen attendance at our programs.

OLD BUSINESS

There was no old business.

NEW BUSINESS

L-4029

The President made a motion to approve the L-4029 2017 Tax Rate Request Form, which reflects the property tax millage rate proposed to be levied to support the proposed budget as presented. Mr. Bob Johnson seconded the motion. The motion carried unanimously.

Budget Adjustments

Ms. McCarville reviewed the proposed budget adjustments for Hoyt, Butman-Fish, Wickes and Zael Libraries line by line.

The President entertained a motion to approve the proposed Budget Adjustments as presented. Ms. Ann Schneider Branch so moved with a second by Ms. Melissa Garcia. The motion carried unanimously.

Ms. McCarville then presented the MPSERS UAAL Budget Adjustment noting that the state made a payment of \$75,013.00 which will have to be paid back. This has a zero effect on the budget, but is a necessary accounting procedure.

The President entertained a motion to approve the proposed MPSERS UAAL Rate Stabilization Budget Adjustment as presented. Ms. Ann Schneider Branch so moved with a second by Ms. Melissa Garcia. The motion carried unanimously.

2017-2018 Budget

Ms. Ann Schneider Branch motioned to approve the proposed 2017-2018 Budget as presented. Ms. Bob Johnson seconded the motion. There were no questions. The motion carried unanimously. Ms. Clark thanked staff for their work on the budget.

July Board Meeting

The President entertained a motion to dispense with the July Board Meeting. Mr. Bob Johnson so moved with a second by Ms. Melissa Garcia. The motion carried unanimously.

The meeting adjourned at 5:52 p.m.

Respectfully submitted,

Ralph Martin, Secretary
