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# Library Board Meeting Minutes

## CALL TO ORDER & ATTENDANCE

Board Vice President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on March 3, 2016, at 5:02 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Tina Gutierrez, Ms. Carol Selby and Mr. Ralph Martin. Mr. Neville Britto and Ms. Melissa Garcia were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Neica Dey, Ms. Maria McCarville and Ms. Patricia Speight.

## PRESENTATION OF AGENDA

The Vice President asked all present to review the agenda. An adjustment to the order of reports was requested and granted. There were no other additions or corrections requested.

## PUBLIC COMMENTS

Mr. Michael Noel thanked the library for the recent David Hall program which he found to be informative and educational. He suggested that in light of the Flint water issue, the library have a presentation by the Saginaw water department on the status of our water pipes. The suggestion was referred to the Director as a possible opportunity to make a positive reassuring presentation.

## APPROVAL OF MINUTES

The Vice President entertained a motion to approve the minutes of the February 4, 2016 Library Board meeting as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. There was no discussion. The motion was carried unanimously.

## FINANCIAL MONTHLY REPORTS

### Consolidated Expense Report

Ms. Dey reviewed the PLOS expenditure report reflecting activity through January 2016. She noted that Line 719 Delinquent Tax Adjustments may see additional chargebacks, but should not take the entire remaining balance. Overall expenditures are down \$168,000 compared to last year at this time. The Zauel report was reviewed. Ms. Dey stated that there was nothing of consequence paid out in January. Overall expenditures are down \$40,000 compared to last year. There were no questions.

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## Revenue Report

Ms. Dey reviewed the PLOS Revenue report through the end of January 2016 pointing out that we have received our first USF e-rate rebate. Line 170 reflects a \$2,000 award from MMLC for promotional items, events, printing and advertising. We have received the final payment for the Law Library Line 170 for the year. Overall revenues are up \$61,000. She then reviewed the Zauel Revenue report noting that they are down \$27,000 in revenues, with the bulk being in donations from their Friends. The contract contribution is down as their expenditures are down. There were no questions.

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

## NEW BUSINESS

### Budget Adjustment

Board approval was requested to increase the expenditure and revenue lines for contributions and donations made in this fiscal year. Funds have been received for the Summer Reading Program, One Book, One Community author visit, 1000 Books Before Kindergarten program, and Butman-Fish MakerSpace programs.

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

### Check Register Report

Ms. Speight presented the PLOS checks list dated February 18, 2016 covering checks numbered 75419-75525, written from February 4-18, 2016, highlighting a number of items. There were no questions.

The Vice President entertained a motion to approve the checks lists dated February 18, 2016 as presented. Mr. Ralph Martin so moved, with a second by Ms. Ann Schneider Branch. The motion was carried unanimously.

## COMMITTEE REPORTS

No committees have met.

## DIRECTOR'S REPORT

Ms. McCarville reported that this winter only one snow day was taken. She stated that we are in the initial stages of working on a Meet Up, Eat Up and Read Up program this summer for children at Wickes Library. She mentioned the VITA program being held at Butman-Fish and her hopes

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to get additional volunteers so we can host the program again at Hoyt. Ms. McCarville pointed out the amazing African American Heritage Month programming including the READ-IN Chain, the puppet shows, and the very well attended presentation by General David Hall. She talked about the 1000 Books Before Kindergarten nationwide initiative which targets early literacy, and the Latino American documentary series. Also noted were the new MakerSpace spaces at Zauel Library and the availability of 3D printers. The printers are provided by MMLC and will be shared for 2 months each between Midland Dow, Bay County and PLOS Libraries. Ms. Pamela Clark stated that she likes the statistics at the end of the Director's Report.

## **OLD BUSINESS**

### **Board Retreat**

Three possible dates for the fall Board Retreat were suggested. September 17, September 24 or October 1 were all dates that those present agreed on. A vote at the April meeting will be held to select which of those three dates is best.

### **Disclosure of Interest Forms**

The Vice President requested all Board members complete and return to the business office their Disclosure of Interest Forms by the April Meeting.

The next Board meeting will be held April 7, 2016.

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Ralph Martin, Secretary

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