
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on November 3, 2016, at 5:08 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Melissa Garcia, Tina Gutierrez, Ms. Carol Selby and Mr. Bob Johnson. Mr. Ralph Martin was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight. Mr. Dave Youngstrom from Yeo & Yeo was also present.

PRESENTATION OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the October 13, 2016 meeting.

The President entertained a motion to approve the minutes of the October 13, 2016 Library Board meeting as presented. Ms. Ann Schneider Branch so moved. Ms. Melissa Garcia seconded the motion. The motion was carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. Speight presented the PLOS checks list dated October 24, 2016 covering checks numbered 76258-76329, written from October 13--21, 2016, highlighting a number of items. There was some discussion.

The President entertained a motion to approve the checks list dated October 24, 2016 as presented. Ms. Carol Selby so moved, with a second by Ms. Ann Schneider Branch. The motion was carried unanimously.

Consolidated Expense Report

Ms. McCarville reported that we are close to being on target. Line 531 is only 5% spent. Staff Training, Line 534 is 55.2% spent with a large portion spent on IT training, and staff attending the MLA conference last week. Line 570 Auditing Expense is 76.1% spent due to finishing up the annual audit. There were no questions. She then reported on Zauel's expenses, noting that they are in good shape also. Line 342 Downloadable Materials is 25.5% spent and the collection is getting a lot of use. Line 274, EAP is spent for the year. There was some discussion regarding the Employee Assistance Program. There were no questions.

Revenue Report

Ms. McCarville mentioned that it is still early for penal fines and state aid, however we are where we expected to be. She reported that Zauel's Line 128.6 Friends Donation totaled \$10,000. We had budgeted only \$5,000. Additional downloadable books will be purchased with the funds. There were no questions.

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

COMMITTEE REPORTS

Ms. Ann Schneider Branch stated that the Finance Committee had met with the auditor to review the recent audit, but will wait until New Business to make a recommendation.

DIRECTOR'S REPORT

Ms. McCarville reported about the Consumers Energy Historic Building Grant and that in December a new 95% energy efficient boiler will be installed at Hoyt Library at no cost to the library. We will also be moving the children's department to the first floor in December, and these projects should both be completed by Christmas. She then advised that Chili's in Saginaw is offering a fundraiser that will generate 15% of sales to the Foundation. There was some discussion on dates. Ms. McCarville will investigate available dates and advise the Board.

OLD BUSINESS

Meeting Dates

Ms. Tina Gutierrez made a motion to move the monthly Board meetings to the second Thursday of the month. Ms. Melissa Garcia seconded the motion. The motion was carried unanimously.

The change will become effective in January 2017. A new schedule of dates will be forwarded to all Board members.

NEW BUSINESS

Review of Audit

Mr. Youngstrom reviewed the audit with Ms. McCarville and the Finance Committee previously. He reviewed the handouts slide by slide noting that the revenues remain flat, state aid stayed consistent, and penal fines are down. He then stated that expenditures are also down, benefits are up and materials are down, but revenues are getting closer to expenditures. He then advised that they will be looking at internal controls and he may come out in the spring to take a look at checks and balances prior to the audit. He said assets for the Hoyt Trust are trending up a little, but have remained flat for the last few years. The Finance Committee advised that they will be revising the investment policy. Mr. Youngstrom reviewed the Foundation report noting that support is growing. There were no deficiencies or management comments, and internal controls look fine.

Ms. Ann Schneider Branch made a motion to accept the 2015-2016 Audit as presented. Ms. Carol Selby seconded the motion. The motion was carried unanimously.

Ms. Ann Schneider Branch thanked Mr. Youngstrom and library staff for their work preparing the audit. The Board is pleased that everything looks good and they feel fortunate that accounting practices are clean and transparent.

Electronic Board Packet Mailing

There was discussion regarding the timely receipt of the Board packet mailings, and after discussion it was agreed that the packets will be forwarded electronically. Several paper packets will still be available at the Board meetings.

Ms. Pamela Clark welcomed Bob Johnson as the newly appointed City of Saginaw Library Board Member. Mr. Johnson advised that he is an Mlive reporter for education and public safety among others. He mentioned that Mr. Britto was his professor and had passion for this board, and when he noticed that Mr. Britto had passed away, it was suggested that he fill in Mr. Britto's footsteps. Ms. Clark and Ms. McCarville will set a date for his orientation.

Ms. Tina Gutierrez advised that in checking her calendar she noticed she would not be available to attend Board meetings on the second Thursday in January, May and September due to conflicts with the MMLC Board schedule.

Ms. Tina Gutierrez moved to rescind the motion to move the monthly Board meetings to the second Thursday of the month. She moved to keep the meetings on the first Thursday of the month due to conflicts. Ms. Carol Selby supported the motion. The motion was carried unanimously.

The next Board meeting will be held December 1, 2016.

The meeting was adjourned at 5:41 p.m.

Respectfully submitted,

Ralph Martin, Secretary
