
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Mr. Neville Britto, called the Public Libraries of Saginaw Board Meeting to order on June 2, 2016, at 5:00 p.m., at Hoyt Main Library. Board members present were: Mr. Neville Britto, Ms. Pamela Clark, Ms. Tina Gutierrez, Mr. Ralph Martin, and Ms. Carol Selby. Ms. Ann Schneider Branch 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 President asked all present to review the agenda. No corrections or additions were requested.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The President asked all to review the minutes of the May 5, 2016 meeting.

The President entertained a motion to approve the minutes of the May 5, 2016 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 May 24, 2016 covering checks numbered 75725-75811, written from April 28-May 11, 2016, highlighting a number of items. There was discussion regarding the Janitorial Line. It was explained that we are outsourcing our janitorial services currently, but effective July 1 we will add two part-time staff for our janitorial needs.

The President entertained a motion to approve the checks list dated May 24, 2016 as presented. Ms. Carol Selby 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 quarterly activity through April 2016. She noted that Line 400, Heat & Utilities is down \$5,300 from last year, due to a mild winter. Overall expenditures are down \$143,000 compared to last year at this time. The Zauel report was reviewed. Ms. Dey noted that although there was not much to report, Line 562, Contractual Expense has been paid in full from the township for the year. Zauel's expenditures are down \$50,000 compared to last year all in personnel wages and benefits. There were no questions.

Revenue Report

Ms. Dey stated that as of April 30, 2016 we are up \$14,000 compared to revenues last year, with the bulk due to a Renaissance Zone payment in lieu of taxes that came in after the books were closed. Line 151, MSPERS UAAL Funding check was \$40,000 more this year than last year. We have received the County Purchase of Current Local Taxes which came in \$54,000 over expected budget. 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 our Facilities Manager position is vacant, we have lost 3 positions, and Ms. Neica Dey is planning for retirement. She advised that we are working with Basic to take over payroll, ACA, Cobra, and FMLA, which will be less expensive, and the remainder of Ms. Dey's duties will be spread among administration. Ms. McCarville also noted the bronze statue of the reading girl on the front lawn of Hoyt, and others placed around the city. She mentioned the Summer Reading Program with over 120 people registered so far. June 6 is the actual opening day with kick-off events. There are tote bags for children and teens and the adults will be put in raffles for drawings of kindles and gift cards. We are looking forward to participating in the Jazz on Jefferson event June 8 with our beer tent featuring the Matt Corrigan Jazz band. Ms. Clark noted the interest in our webpage and asked if we could determine what people are looking at on the site. Ms. McCarville will ask Garrett for specific information. Ms. McCarville also mentioned that the people counter at Wickes is not working and a replacement part has been ordered. We have been estimating the count for a few months. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

July Meeting

Mr. Britto asked for Board approval to cancel the July meeting, as is traditionally done for vacation time.

The President entertained a motion to cancel the July 7, 2016 Library Board Meeting. Ms. Pamela Clark so moved with a second by Mr. Ralph Martin. The motion was carried unanimously.

Budget Adjustment

Ms. Neica Dey stated that with the recent reduction in force the library offered two weeks of severance pay each, and the Telecommunications Line needed additional expenditures due to the massive amount of construction going on in the city. Zael needed to increase their MMLC Expense Line due to the fact that more state aid was received than expected.

The President entertained a motion to approve the Budget Adjustment as presented. Ms. Pamela Clark so moved with a second by Ms. Tina Gutierrez. There were no questions. The motion was carried unanimously.

L-4029 - 2016 Tax Rate Request

Ms. Dey requested approval of a resolution needed for the L-4029 form to collect 3.9947 mils from the three taxing authorities, the village of Kochville, the City of Saginaw and the City of Zilwaukee.

The President entertained a motion to approve the L-4029 Tax Rate Request by Resolution as presented. Mr. Ralph Martin so moved with a second by Ms. Pamela Clark. There were no questions. The motion was carried unanimously.

14.06 Investment Policy

Ms. McCarville presented a draft copy of a proposed update to our existing Investment Policy. She wanted to give a preliminary policy, and then meet with the Finance Committee and Scott Schropp from Merrill Lynch for a more comprehensive policy. She reviewed policies from other libraries and revised the current policy to now include responsibilities of fund managers, library staff, and board, including a specific list of objectives, spending limits, cash on hand, etc. It was suggested that this policy be reviewed at the September Board Retreat and brought to the October Board meeting for a vote. Ms. Speight advised that Merrill Lynch currently invests funds for the Hoyt Trust and Saginaw Public Libraries Foundation. We have CDs at Team One Credit Union and Wildfire Credit Union. It was suggested that quarterly reporting of these funds would be a good idea. The President tabled this until the September Board Retreat and the October Board meeting.

The Board Retreat is scheduled for Saturday, September 24. The President asked Board members if they have items they would like to address at the retreat, please forward them to Ms. McCarville. He also asked that the location of the retreat be brought to the August meeting.

The next Board meeting will be held August 4, 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 5:30 p.m.

Respectfully submitted,

Ralph Martin, Secretary
