
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on October 5, 2017, at 5:01 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Pamela Clark, Ms. Tina Gutierrez, Ms. Melissa Garcia, and Ms. Ms. Carol Selby. Mr. Bob Johnson was absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Maria McCarville and Ms. Patricia Speight. Ms. Marisa Ahrens from Yeo & Yeo was also present.

PRESENTATION OF AGENDA

The President asked all present to review the agenda. The President asked that "Building Committee" and "Personnel Committee" be added under "Committee Reports."

PUBLIC COMMENTS

Mr. Michael Noel spoke about the recent road construction work around the Hoyt Library.

APPROVAL OF MINUTES

The President asked all to review the minutes of the September 7, 2017 meeting.

The President entertained a motion to approve the minutes of the September 7, 2017 Library Board meeting as presented. Ms. Tina Gutierrez 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 September 28, 2017 covering checks numbered 77272-77360, written from September 7-27, 2017, highlighting a number of items. There was discussion regarding the cost for Library Aware. Ms. McCarville will check and advise what the total costs covered. Mr. Martin arrived at 5:06 p.m.

The President entertained a motion to approve the checks list dated September 28, 2017 as presented. Ms. Carol Selby so moved, with a second by Ms. Tina Gutierrez. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditure for August, the second month of the new fiscal year. She noted that Line 274 EAP has been paid for the year, and Line 430 reflects an erroneous charge, causing it to read 47.2% spent. Other expenditures are right on target with what was anticipated. Zauel's expenditures are also where we anticipated them to be. Line 501 shows 70.5% spent due to a large materials order. There were no questions.

Revenue Report

Ms. McCarville advised that Penal Fines were received Monday, which is the latest we have ever received those funds. The remaining tax collections are coming in as expected and revenues look good. There were no questions. Zauel's revenues are in the same position with respect to revenues. She indicated that when we lowered the cost for fax fees there was some concern, but with that decrease, we are at 21% of budget. This service is doing better than expected. There were no questions.

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

COMMITTEE REPORTS

Finance Committee

Ms. Melissa Garcia advised that the committee met with Scott Schropp from Merrill Lynch. She added that our investments are doing very well and they will continue to work with us to expand our portfolio. The committee also met with Dave Youngstrom from Yeo & Yeo regarding the recent audit.

Building Committee

Ms. Ann Schneider Branch spoke on behalf of the Building committee, reminding everyone to please attend the meeting Saturday at Hoyt at 8:30 a.m. to hear from Tom Trombley from the Castle Museum for a 30-45 minute presentation on Hoyt and then to hear details from the sandstone masonry study by WTA Architects.

Personnel Committee

Ms. Tina Gutierrez provided the compilation of board responses to the Board Self-Evaluation. She noted that they are falling short on Strategic Planning, Fundraising and Advocacy, and may need a retreat to be able to work on these areas. Ms. Pamela Clark asked those who rated low to please have an idea or information on how to improve and bring it to the meeting. Ms. Gutierrez was thanked for compiling the information. The committee may meet again after the first of the year to review the rating system.

DIRECTOR'S REPORT

Ms. McCarville advised that Hoyt hosted the MMLC Advisory Committee here last Tuesday. She then stated that a branch had concerns about bed bugs and we called an exterminator right away to inspect, but found no evidence of the bugs. Today bug sniffing dogs came and inspected Hoyt, Wickes and Butman-Fish Libraries and found no evidence of the bugs either. She noted that this will be part of our on-going maintenance. The Michigan Library Association meeting will be held in two weeks. Two librarians will be presenting a teen program on how to engage volunteers. The Governor's Energy Excellence Award is next Thursday. Pamela Clark, Kim White and Maria McCarville will attend the ceremony. She then mentioned the VITA tax program that will be held again at Butman-Fish and Hoyt, saying that there is a great need for volunteers. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

2016-2017 Audit

Ms. Marisa Ahrens stated she has been working with the library for 9 years now. She reviewed the results for PLOS, the Foundation and Hoyt Trust as changes in financial statements and GASB77 have blended them together. A significant change is that much of the expense information has been condensed. We have received a Qualified Opinion as assets at the Hoyt Trust are not depreciated. No significant issues were found. She reviewed the Public Libraries of Saginaw Audit Results as of June 30, 2017 page by page and discussed the changes in each. She found overall revenues went down with the late Penal Fines and change in MERS assets but the library looks really strong with revenues being greater than expenses. She noted that the Foundation net assets are going up as market returns are doing good. She also discussed the Governance letter and Unclaimed Property filing. Ms. Ahrens stated that there were no difficulties in regard to auditors getting information and no disagreements with managements. There was an internal control issue at a branch where funds did not match what was in cash collections and petty cash was not in balance and there were no receipts. On a second visit it was found that all cash issues had been rectified. The audit also noted that there was no supporting evidence of the receipt of some purchases. They recommend that signed, receiving documentation be received prior to payment being made. She said that it was wonderful to work with management and staff for the week they were here and staff was well prepared.

The President entertained a motion to approve the 2016-2017 Audit as presented, noting that the committee had met previously with Dave Youngstrom earlier and went through each of the individual reports. All questions were answered. Ms. Carol Selby so moved with a second by Mr. Ralph Martin. The motion was carried unanimously.

New MMLC Board Member

It was announced that Ms. Pamela Clark is our new representative to the MMLC Board.

Proposed 2017-2019 Holiday Schedule

The proposed schedule was presented. Ms. McCarville mentioned that we added two new holidays that were part of the recent SEIU Contract negotiations. Easter Saturday and Memorial Day Saturday were both added. Ms. McCarville said that both weekends have extremely low activity resulting in little impact on serving the public.

The President entertained a motion to approve the 2017-2019 Holiday Schedule as presented. Ms. Ann Schneider Branch so moved with a second by Ms. Melissa Garcia. The motion was carried unanimously.

Meeting Date Changes

Ms. McCarville noted that our auditor has mentioned during the previous 3 audits that it would be best to have the monthly meetings later in the month, to get and approve more timely financial information. After some discussion regarding dates, it was decided to hold the meetings on the third Thursday of the month beginning with the November 2017 meeting. The updated schedule will be posted in all libraries and sent to all board members.

The meeting adjourned at 6:06 p.m.

Respectfully submitted,

Ralph Martin, Secretary
