
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board Vice President, Ms. Ann Schneider Branch, called the Public Libraries of Saginaw Board Meeting to order on December 1, 2016, at 5:03 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Melissa Garcia, Bob Johnson and Mr. Ralph Martin. Ms. Pamela Clark, Ms. Tina Gutierrez 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 Vice President asked all present to review the agenda. Ms. McCarville asked that "Investment Policy" be tabled until the January meeting. There were no other additions or corrections requested.

PUBLIC COMMENTS

Mr. Noel was appreciative of the recent film festival, and expressed appreciation for Ms. Kate Tesdell who is retiring.

APPROVAL OF MINUTES

The Vice President asked all to review the minutes of the November 3, 2016 meeting.

The Vice President entertained a motion to approve the minutes of the November 3, 2016 Library Board meeting as presented. Mr. Ralph Martin 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 November 23, 2016 covering checks numbered 76258-76330, written from October 21—November 15, 2016, highlighting a number of items. There were no questions.

The Vice President entertained a motion to approve the checks list dated November 23, 2016 as presented. Mr. Ralph Martin so moved, with a second by Ms. Melissa Garcia. The motion was carried unanimously.

Consolidated Expense Report

Ms. McCarville reported that staff continues to work on purchasing on Line 320 which is 15% spent. The Downloadable Line 342, budgeted at \$19,000 is \$12,000 spent already so we will increase that line next year. Line 570 Auditing & Accounting Expense is 82% spent as we have received billing for the audit. As this is a year in transition, Yeo & Yeo will come out in the spring to make sure we are on track. There were no questions. She then reported on Zauel's expenses, noting that Line 342 is 57% spent. She mentioned that their Friends group donated \$10,000 for additional downloadable purchases. There were no questions.

Revenue Report

Ms. McCarville advised that there were no surprises. Line 110 Current Local Taxes shows taxes are coming in as expected. She mentioned Line 134 Collection Agency and explained the process we follow. There was a question on the prices of fines and a possible amnesty day. She reported that Zauel's revenues are on track. Line 130 Book Fines is 29% received and Line 197 Contract Contribution is ¼ received. There were no questions.

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

COMMITTEE REPORTS

No Committees have met.

DIRECTOR'S REPORT

Ms. McCarville read the certificate of appreciation from the Foundation Center and mentioned that we provide training on grants for non-profits. She stated that the VITA program will be held at Butman-Fish and Hoyt this year and we are working the Score, a non-profit association. Ms. McCarville advised that we will be moving the children's department to the main floor and making a family restroom. After the January meeting she will offer a tour of the changes. She stated that the new boiler will be installed December 19. She noted several items of interest in her monthly report happening in the branches. She noted the October statistics showing that circulation is down but Overdrive is increasing. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

The Vice President requested a motion to adjourn. Mr. Ralph Martin so moved and Ms. Melissa Garcia seconded the motion. The motion was carried unanimously.

The Vice President asked that all members please make an annual contribution to the library.

The meeting was adjourned at 5:31 p.m.

Respectfully submitted,

Ralph Martin, Secretary
