
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Mr. Neville Britto, called the Public Libraries of Saginaw Board Meeting to order on August 6, 2015, at 5:03 p.m., at Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Mr. Neville Britto, Ms. Pamela Clark, Ms. Melissa Garcia, Mr. Ralph Martin, and Ms. Carol Selby. Ms. Tina Gutierrez was 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. There were no additions or corrections requested.

The President entertained a motion to approve the Agenda as presented. Mr. Ralph Martin so moved with a second by Ms. Pamela Clark. The motion was carried unanimously.

PUBLIC COMMENTS

There were no comments.

APPROVAL OF MINUTES

The President entertained a motion to approve the minutes of the June 4, June 20, and July 9, 2015 Library Board meetings as presented. Ms. Pamela Clark 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 July 28, 2015 covering checks numbered 74500-74753, written from May 22-July 21, 2015, highlighting a large number of items. There were no questions.

The President entertained a motion to approve the checks list dated July 28, 2015 as presented. Ms. Pamela Clark so moved, with a second by Ms. Carol Selby. The motion was carried unanimously.

Consolidated Expense Report

Ms. Dey reviewed the PLOS expenditure report reflecting activity through June 30, 2015, the end of the fiscal year. She stated that Line 200.5, Severance Pay and Cobra Payments is substantially less than was budgeted for. Line 281 Unemployment Compensation and Line 433 Snow Removal also show substantial savings. She noted we are also down in Line 719 Delinquent Tax Adjustments as well. Overall, expenditures are down \$742,000 with \$462,000 of that owing to reduced wages, benefits and FICA taxes. The remaining \$280,000 represented other line items that had been cut from the budget. Ms. Dey mentioned that the annual audit will be reviewed at the October 1 board meeting. It was also noted that the books will be closed next week. She then reviewed the Zauel report noting that wages and benefits were cut there as well. Significant savings are realized in Lines 210 and 260. Zauel's expenditures are down \$58,000 compared to the previous year. There were no questions.

Revenue Report

Ms. Dey advised that revenues are down \$49,000 compared to last year. She said Current Local Taxes are down only \$24,000, and Delinquent Taxes are down almost \$6,000 compared to last year. It is anticipated that penal fines of \$334,000 should be coming. There was some discussion regarding DVD fines. There were no questions. Zauel's Book Fines and Fees are up \$195.00 compared to the previous year. Ms. Dey explained that Line 140 Penal Fines will be \$162,000. Overall revenues are up \$18,000 compared to last year, all in penal fine funds. 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 the library has received a \$3,000 grant from ALA and the National Endowment for the Humanities which will help expand our Saginaw Images digital collection and provide funding for our Hispanic Heritage Month program September 24th. She reported that the installation of new servers is complete and all related improvements will be completed by August 31. She also noted that a new and improved library website will be revamped by Labor Day. Ms. McCarville then noted several programs of interest at each of the branches. She advised that the Haunting at Hoyt will take place October 24th.

OLD BUSINESS

There was no old business.

NEW BUSINESS

New Director Welcome

Mr. Britto thanked Ms. Butler, Ms. Dey and Ms. Speight for their assistance working with the Personnel Committee looking for a new director.

Ms. McCarville thanked everyone for the warm welcome. She appreciated all the help in making this a smooth transition. She mentioned since arriving she has joined Rotary and Kiwanis, and is making connections with community businesses. She noted that she has met many staff already and will be making visits to all of the branches soon. She advised that she will be meeting with Denise Hooks from MMLC and will hear about possible replacement options for our Horizon system that is nearing its end of life.

Each of the Board members voiced a personal welcome to Ms. McCarville, noting that her skills, experience and education will be an asset to our library system.

The President entertained a motion to adjourn the meeting. Mr. Ralph Martin so moved with a second by Ms. Ann Schneider Branch. The motion was carried unanimously.

The meeting was adjourned to 5:39 p.m.

Respectfully submitted,

Ralph Martin, Secretary
