

**MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
March 27, 2019**

Sue Blondin, called the regular board meeting of the Bay County Library System Board of Trustees, to order at 5:30 p.m. on March 27, 2019. The meeting was held in the Kantzler Community Room, Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City MI 48708.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Don Carlyon, Anne Harris, Mary Herr, and Frank Quinn

Others: Trish Burns, Kevin Ayala and Eileen Schulz

Staff Greeting

Stacy Parker, Senior Library Assistant Bookmobile – Stacy Parker began in 1998 as a library page for the Bay County Library System. From there she became a substitute for the system, moved onto a part-time position in 2006 and as of last year, became a full time employee. Her position of driving the Bookmobile allows her to visit many locations throughout Bay County and meet patrons ranging in age from small children to senior citizens. Her responsibilities include doing crafts with patrons, scheduling programs, purchasing DVDs for the Bookmobile's collection and some outreach work taking books on a bi-monthly basis to the jail and senior citizen centers. She loves her job!

ADDITIONAL AGENDA ITEMS – No additional agenda items

MINUTES

Motion by F. Quinn, seconded by M. Herr, to approve the minutes of the February 27, 2019 regular board meeting. Motion carried.

BILLS PAYABLE – Mary Herr reviewed the bills for the month.

Motion by A. Harris, seconded by D. Carlyon, to approve the bills payable, as presented. Motion carried.

FINANCIAL REPORT

February 2019 Financial Report, and Penal Fine Report – Kevin Ayala reported Penal Fines for the month of February have come in at \$31,197.60, approximately \$5,000 over budget. Revenue for the month is at \$1.5 million, with the bulk of that coming from the first payment of property taxes. Expenses, after the first two months of 2019, are coming in as budgeted.

Motion by F. Quinn, seconded by M. Herr, to receive the 2019 February Financial report, and the Penal Fine Report. Motion carried.

ADMINISTRATION REPORT – Trish Burns

Census Hub Advisory Committee – The Bay County Library System, along with several other county organizations led by the Bay Area Community Foundation, will be meeting over the next year to determine how best to assist citizens in 2020, with the Census count for the United States. The count this time will be primarily done online.

Hoopla stats – The downloadable and streaming service, Hoopla, went live on March 1st for patrons. This service includes over 600,000 movies, music albums, television shows, e-books and e-audiobooks. The service is a companion service to Overdrive, as the content is not the same – Overdrive offers e-books and e-audiobooks and the content is curated by library staff. In the first 20 days of the service being offered, 294 patrons downloaded 734 titles and as at the time of the board meeting, the number of downloaded titles reached 983.

Staff quote – Children’s Services Coordinator Anne Clark was interviewed by School Library Journal, a national library development journal, regarding STEAM programming for kids and families. The article appeared in the March volume of the journal.

Friends author visit – The second Robert Cziesnewski Lecture program, sponsored by the Friends of the Bay County Libraries, will take place on April 11, 2019 at 7:00 p.m. at the State Theater. Author Howard Markel, author of *The Kelloggs; Battling Brothers of Battle Creek*, will be discussing his book.

Survey – As a point of information, the library is conducting a survey of patrons regarding programming for adults. The survey is on the website, and in the buildings, for two weeks.

Motion by D. Carlyon, seconded by, F. Quinn, to receive the Administration Report. Motion carried.

OPEN TO THE PUBLIC – No public input.

CORRESPONDENCE – No correspondence

COMMITTEE REPORTS

Financial Committee – Frank Quinn, Chairperson, - No meeting

Personnel Committee – Don Carlyon, Chairperson – No meeting

UNFINISHED BUSINESS

VEBA update –K. Ayala referred to the mandated requirement from the State of Michigan for entities belonging to VEBA, to submit an action plan outlining how they would become at least 40% funded, if they had not already achieved this. As this was based on the last actuarial study completed in 2015, the Bay County Library System was at 37.2% funded. K. Ayala requested a waiver to this requirement as he believed once the latest study was completed, the Library would

meet the required level of funding. Two weeks ago the latest actuarial study was completed and showed the Library funded at 102%. He is submitting that report along with the required capital action plan stating the library will contribute \$41,000 this year to remain funded at 102%. The board approved the capital action plan as presented.

Motion by F. Quinn, seconded by D. Carlyon, to approve the Action Plan for VEBA. Motion carried.

NEW BUSINESS

Freedom of Information Act Policy- T. Burns discussed that the amendments to the required contact information and the deposit letter deadline caused all of the documents to be updated.

Motion by D. Carlyon. Seconded by A. Harris, to approve the Freedom of Information Act Policy. Motion carried.

OPEN TO THE PUBLIC

No comments.

Frank Quinn read an excerpt from the poem, 'Two Tramps in Mud Time', by Robert Frost.

Motion by A. Harris, seconded by D. Carlyon, to adjourn the meeting at 6:07 pm. Motion carried.

Anne Harris
Secretary/Treasurer

Eileen Schulz
Recording Secretary