



**BOARD OF TRUSTEES
REGULAR BOARD MEETING via Zoom Video Conferencing
March 24, 2021**

Don Carlyon called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:32 p.m. on March 24, 2021. The meeting was held via Zoom Video Conferencing in Bay City, Michigan.

The Pledge of Allegiance was not recited due to the logistics of the meeting.

Roll Call: Sue Blondin, Don Carlyon, and Paul Travis
Anne Harris joined the meeting at 5:40
Board Members Absent: Mary Herr
Others Present: Kevin Ayala and Trish Burns

ADDITIONAL AGENDA ITEMS

Drive up Window was mentioned to be added.

MINUTES

Motion by P. Travis, seconded by S. Blondin, to approve the minutes of the February 24, 2021, regular board meeting.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Travis

No: None

MOTION PASSED 3-0

BILLS PAYABLE

Motion by S. Blondin, seconded by P. Travis, to approve the bills payable as presented.

P. Travis asked what LENA meant, and T. Burns explained that it is a new library program that the library is trying this year.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris Travis

No: None

MOTION PASSED 4-0

PENAL FINE REPORT

K. Ayala reported February Penal Fines came in at \$17,212.88, under budget by \$787.12 for the month.

FINANCIAL REPORT

K. Ayala reported revenues for February were \$961,870.79, with the majority of revenue coming from Penal Fines and Property Taxes. There are no areas of concern to report.

Motion by P. Travis, seconded by A. Harris, to receive the Penal Fine and Financial Reports as presented.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Travis

No: None

MOTION PASSED 4-0

ADMINISTRATION REPORT – Trish Burns

Fine Free – Publicity is going out to patrons this week to let them know that we will be fine free permanently as of April 1, 2021. A group of circulation staff from each branch gave direction on what information needed to be in place to let patrons know that the change will be permanent. A newsletter article in both the print and e-version of the newsletter will go out the first week in April while posters are being placed in the buildings the week prior to let walk in patrons know. Social media posts will round out the formal publicity. Word of mouth will also play a big part as staff will have the opportunity to share the news with each in-person patron that has an overdue item on their card.

Winter Reading Program – Due to ongoing pandemic shutdowns and concerns, the Winter Reading Program was held completely virtually this year with 445 adults, 261 children, and 63 teens participating. This is an almost 70% decrease from 2020 when we were fully open and offered the opportunity to participate online or in a traditional mode of using a paper form and coming in to the library. While we realize the online version is helpful and able to be appreciated by patrons, it is clear that our patrons still want an option to do an in-person program. The Summer Reading Program will be a hybrid of both online and traditional paper format.

National Library Week – NLW is April 4-10. The theme this year is “Welcome to Your Library”. We will have an interactive drawing where patrons may enter by giving us their contact information and filling out a writing prompt of “I feel most welcome in the library when.....”. After the contest, we can use the responses in social media posts and other publicity.

Seed Library – The fourth(?) season of the seed library began on March 20th with seeds becoming available at Wirt, or at other branches via delivery should patrons want them. Last year, due to the shutdown, seeds were mailed to patrons who requested them and were gratefully received as seeds were a hot commodity due to supply issues with the pandemic.

New phone system – The phone system currently in use at the library is the same one that we were using when we moved in fifteen years ago, making it around 20 years old, if not more. There have been a number of small issues over the past couple of years that have turned into bigger issues so we are in the process of talking with vendors regarding a new system. It is estimated that we should be able to install a new system by early May.

Staff fun – With the St. Patrick Day parade cancelled, we held a “Wearing of the Green Contest” among staff. Pictures of some of the best outfits are attached for your viewing pleasure. It was fun to see the creativity and passion some put into their outfits! Staff have been resilient in their work and are doing their best to continue to provide good library service in the midst of what seems to be constant change.

Motion by S. Blondin, seconded by P. Travis, to receive the Administration Report as presented.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Travis

No: None

MOTION PASSED 4-0

OPEN TO THE PUBLIC

None

CORRESPONDENCE

None

COMMITTEE REPORTS

A. Finance Committee – No report.

B. Personnel Committee – No report.

UNFINISHED BUSINESS

A. Drive up Window buzzer too low

A. Harris was wondering if we could move the buzzer higher at the Wirt Library drive up window, T. Burns explained to her that we are going to be redesigning the whole window this summer and the buzzer will be moved.

NEW BUSINESS

A. Privacy Policy Act Update

Motion by P. Travis, seconded by A. Harris, to approve the recommended from Administration to make the necessary changes that were suggested by the Michigan Legislature.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Travis

No: None

MOTION PASSED 4-0

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

None.

ADJOURNMENT

Motion by P. Travis, seconded by A. Harris, to adjourn the meeting at 5:55 p.m.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Travis

No: None

MOTION PASSED 4-0

Paul Travis
Secretary/Treasurer

Kevin Ayala
Recording Secretary