

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING via Zoom Video Conferencing
April 28, 2021**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:33 p.m. on April 28, 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, Anne Harris, Mary Herr and Paul Travis
Don Carlyon joined the meeting at 5:36 p.m.

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns, and Jolene Faber

ADDITIONAL AGENDA ITEMS

Jolene Faber filled the position as the Administrative Assistant. She introduced herself and gave some background on her education and experience.

MINUTES

Motion by P. Travis, seconded by D. Carlyon, to approve the minutes of the March 24, 2021, regular board meeting.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Herr, Travis

No: None

MOTION PASSED 5-0

BILLS PAYABLE

Motion by A. Harris, seconded by S. Blondin, to approve the bills payable as presented.

P. Travis talked about the Bookmobile bill which is all set and the Bookmobile is up and running fine.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Herr, Travis

No: None

MOTION PASSED 5-0

PENAL FINE REPORT

K. Ayala reported March Penal Fines came in at \$24,965.16, over budget by \$6,965.16 for the month. He reported that the first three months are ahead of what we budgeted by \$5,080.95; off to a good start.

FINANCIAL REPORT

K. Ayala reported revenues for March were \$1,901,040.57, with the majority of revenue coming from Penal Fines and Property Taxes. There are no areas of concern to report. One unusual expense was from the Bookmobile; all other expenses coming in as expected. There are no areas of concern at this time to report.

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

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Herr, Travis

No: None

MOTION PASSED 5-0

ADMINISTRATION REPORT – Trish Burns

Give Local Day is May 4th – As a reminder, Give Local Day is an opportunity for donors to give to the library and the giving will be matched by a pool of funds from the BACF. We would like to get 100% participation from the Board if possible. Donations can be made online, dropped off, or Trish offered to pick the donation up from the Board Members as well.

Adult Book Boxes – Trish presented an Adult Book Box to the Board Members to show what they look like and what they contain. The Adult Book Boxes are being done quarterly with April's theme being mystery. She reported that they have been very successful and plan to increase the number next quarter.

National Library Week - Patrons filled out a form for a drawing where they provided us why they felt welcome in the library. One young boy stated he felt welcome because “staff helped me find my stuffed badger when I dropped it.”

Bookmobile Presentation – Trish and Kirsten did a seminar on April 16, with over 100 people statewide that were on the seminar who are interested in possibly having a Bookmobile. They were able to share best practices on how we do what we do, the costs associated with it, etc.

Justice Read Library has been erected at Waterfall Park near St. Laurent Brothers which is stocked with social justice and racial justice titles that patrons can take, read, and bring back. The library received a grant which allowed the purchase of 125 copies of the title All American Boys and are being given out to patrons so they can read it and participate in discussions that will be held via Zoom and hoping to have one face-to-face meeting May 22 at Sage Branch outside; weather and virus permitting.

Motion by S. Blondin, seconded by A. Harris, to receive the Administration Report as presented.

S. Blondin asked where the Book Boxes were being housed and T. Burns explained they are located at Wirt then distributed to the branches depending where the patron that signed up for the box is located.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Herr, Travis

No: None

MOTION PASSED 5-0

OPEN TO THE PUBLIC

None

CORRESPONDENCE

None

COMMITTEE REPORTS

- A. Finance Committee – No report.
- B. Personnel Committee – No report.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Checkout Limits and Fee Structure Policy-

1. The library is removing all overdue fines and removing some item types including CD-ROMs and cassettes that are no longer in the buildings.
2. The library will also be waiving the \$.50 fee to rent videos or DVD's.
3. There will be no maximum overdue fine for material since overdue fines are being removed.
4. Lost Library Card fees are being waived.
5. Lost materials will go from "Replacement Cost" to 50% of price on catalog.

Motion by D. Carlyon seconded by P. Travis, to approve the Checkout Limits and Fee Structure Policy.

A. Harris commented that what T. Burns has proposed is really user friendly and also good for the community. M. Herr added that it is in line with what some other libraries are doing.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Herr, Travis

No: None

MOTION PASSED 5-0

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

T. Burns had a question for D. Carlyon asking if he had completed his "Take and Make" craft from the library that had intrigued him; he reported he has not yet completed it.

ADJOURNMENT

Motion by D. Carlyon, seconded by A. Harris, to adjourn the meeting at 6:00 p.m.

ROLL CALL VOTE:

Yes: Blondin, Carlyon, Harris, Herr, Travis

No: None

MOTION PASSED 5-0

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary