



**BOARD OF TRUSTEES
REGULAR BOARD MEETING via Teleconference
May 27, 2020**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on May 27, 2020. The meeting was held via conference call in Bay City, Michigan.

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

Roll Call: Sue Blondin, Don Carlyon, Anne Harris, Mary Herr, and Paul Travis

Others: Kevin Ayala, Trish Burns, and Janelle Coe

ADDITIONAL AGENDA ITEMS – No additional items for discussion.

MINUTES

Motion by P. Travis, seconded by A. Harris, to approve the minutes of the April 22, 2020 regular board meeting. Motion carried.

BILLS PAYABLE

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

PENAL FINE REPORTS

March and April 2020 Penal Fine Reports – Kevin Ayala reported Penal Fines for March came in at \$19,449.55 approximately \$6,551 under budget and Penal Fines for April came in at \$8,477.13 approximately \$17,523 under budget. As of April 30, the BCLS is under budget by \$30,000 but a healthy fund balance remains.

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

FINANCIAL REPORT

Kevin Ayala reported revenues as of March 2020, are approximately 1.8 Million with the bulk coming from property taxes. Currently no areas of concern.

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

ADMINISTRATION REPORT – Trish Burns

Virtual Offerings - Staff continues to pivot and provide offerings in a virtual nature. We are contracting with two additional software products to provide more virtual services. Creativebug is a product that offers online video arts and crafts workshops taught by professionals that can be branded with the BCLS logo. It will be available on our website, and staff can use it to have classes with patrons both online and when we get back to face to face programming. A reference chat service is being worked out now so we can reach people through email chat as well as phone. Both products are useful now and will continue to be when we get back to business as usual (whatever that looks like).

Summer Reading Program - The Summer Reading Program (SRP) will be completely online this year. Using a product called Beanstack will allow patrons to track their reading online. If a patron does not have online access, they can call in and staff will log their reading for them. A large part of our SRP has always been the dynamic programming we offer. We will still do so, but the performers will be doing virtual programs. We will have the programs set up through our normal registration process, and then when patrons register, they will receive the password or other login information to participate in the virtual program. We are also changing our Make and Take crafts, which patrons used to make in the library and take home, to Take and Make crafts, where we are packaging all of the supplies needed and patrons can pick them up and make the items at home.

Policies and Guidelines - In your packet you will find several guidelines and policies that we need for reopening. We have consulted with an attorney on our own, or used templates provided by the Library of Michigan, Bay County Chamber of Commerce, or MIOSHA and tweaked them to fit our system. We need the documents to properly reopen, but please know that we expect that the documents will need amending as laws, recommendations, or Executive Orders change.

**Motion by D. Carlyon, seconded by P. Travis, to receive the Administration Report.
Motion carried.**

OPEN TO THE PUBLIC – No comments

CORRESPONDENCE

‘Please Tell Us What You Think....’ – No Correspondence

COMMITTEE REPORTS

Finance Committee – No report.

Personnel Committee – No report.

UNFINISHED BUSINESS

No unfinished business to discuss.

NEW BUSINESS

- A. Reopening Policy (Approve)
- B. Covid Response Plan

Motion by P. Travis, seconded by A. Harris, to approve the Reopening Policy and Covid Response Plan reflecting the change of “Company” to “BCLS” in the Covid Response Plan. Motion carried.

Discussion took place regarding the hiring of security guards at each branch to ensure patrons wear masks upon entering a BCLS building.

Motion by A. Harris, seconded by D. Carlyon, to table the hiring of security guards until further Executive Order changes by the Governor. Motion carried.

OPEN TO THE PUBLIC

No Public

ANNOUNCEMENTS

Don Carlyon shared several quotes with fellow board members.

ADJOURNMENT

Motion by P. Travis, seconded by D. Carlyon, to adjourn the meeting at 6:15 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Janelle Coe
Recording Secretary