

MINUTES OF THE



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING via Zoom Video Conferencing  
May 26, 2021**

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 26, 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: Don Carlyon, Anne Harris, Mary Herr and Paul Travis  
Sue Blondin joined the meeting at 5:35 p.m.

Board Members Absent:

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

ADDITIONAL AGENDA ITEMS

M. Herr congratulated Trish on her appointment to two boards; will be discussed in Announcements.

MINUTES

**Motion by P. Travis, seconded by A. Harris, to approve the minutes of the April 28, 2021, regular board meeting.**

ROLL CALL VOTE:

Yes: D. Carlyon, A. Harris, M. Herr, P. Travis

No: None

*MOTION PASSED 4-0*

BILLS PAYABLE

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the bills payable as presented.**

P. Travis stated Bills Payable were routine things, no concerns.

ROLL CALL VOTE:

Yes: D. Carlyon, A. Harris, M. Herr, P. Travis

No: None

*MOTION PASSED 4-0*

PENAL FINE REPORT

K. Ayala reported April Penal Fines came in at \$17,237.66, under budget by \$762.34 for the month. First four months of the year trending slightly above what we budgeted; hopefully trend continues.

## FINANCIAL REPORT

K. Ayala reported revenues for April were \$120,450.14. Received more property taxes in, set with property tax revenue until June when we will get our final payout. There are no areas of concern to report. Few trickles of other revenue coming in including grant money. No expenses to be concerned about; trending below what we budgeted.

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

ROLL CALL VOTE:

Yes: S. Blondin, D. Carlyon, A. Harris, M. Herr, P. Travis

No: None

*MOTION PASSED 5-0*

## ADMINISTRATION REPORT – Trish Burns

We participated in the 6<sup>th</sup> annual Give Local Bay. Our first year we made a little over \$1,100 and this year, we made a little over \$3,700; donations are increasing as well as the number of donors. The first year, we had 20 donors while this year there were 69. Many donors this year were ten and twenty dollar donors which is wonderful to see. People may not have a lot, but think a lot of their library enough to donate even a small amount. The library ranked 9<sup>th</sup> in terms of money raised; organizations above us had more money but did not have as many donors.

Summer Reading Program will be starting June 7<sup>th</sup>; will be interesting to see the response this year. Last year, SRP was all online while this year will be a hybrid of online and in-person. Looking forward to having patrons in the building to participate in SRP.

Library started a committee for Diversity, Equity and Inclusion. Five staff members volunteered to be part of the committee and had their first meeting. Proud of the staff that they want our libraries to be equitable, that they want everyone to feel welcome and that we reflect that in our collections and programing. Look forward to the work this committee will be doing.

### **Motion by P. Travis, seconded by A. Harris, to receive the Administration Report as presented.**

ROLL CALL VOTE:

Yes: S. Blondin, D. Carlyon, A. Harris, M. Herr, P. Travis

No: None

*MOTION PASSED 5-0*

## OPEN TO THE PUBLIC

None

## CORRESPONDENCE

Thank you from a patron that uses the Pinconning Library.

## COMMITTEE REPORTS

A. Finance Committee – No report.

B. Personnel Committee – No report.

## UNFINISHED BUSINESS

There was no unfinished business to discuss.

## NEW BUSINESS

### Give Local Spendable Dollars-

Couple of months ago, T. Burns came to the board recommending to move some money from our spendable back into the Endowment for the Community Foundation. For Give Local Bay this year they required us to fill out a form to tell right away what we wanted to do with our dollars. We made \$3,781.72 and T. Burns is recommending that we put those spendable dollars to the Endowment to build the fund. We currently have \$7,500 in that fund; if we add the spendable to the fund it would bring the total to \$11,281.72. There are currently no plans for that money.

S. Blondin asked what this money can be used on. T. Burns said personally she thinks it should be used for materials for programs or databases; not for staff wages or that sort of thing. Possible use could be for the Diversity, Equity and Inclusion Committee to grow the collection.

S. Blondin was inquiring because she remembered the idea from several months ago about fixing the drive-up devices. Improvements have not yet been made, but K. Ayala explained that there is enough funding in our regular budget to complete the improvements and is trying to line up contractors; have been waiting for the service at the drive-up window to slow down.

**Motion by S. Blondin seconded by P. Travis, to approve the Give Local Spendable Dollars.**

### ROLL CALL VOTE:

Yes: S. Blondin, D. Carlyon, A. Harris, M. Herr, P. Travis

No: None

*MOTION PASSED 5-0*

### OPEN TO THE PUBLIC

No Public

### CLOSED SESSION

### ANNOUNCEMENTS

M. Herr wanted to congratulate T. Burns on being appointed to the Bay County Growth Alliance Board and the Bay Area Community Foundation Board. Honor for her to be appointed.

T. Burns says she was flattered to be asked to be on both boards. She thinks the Community Foundation does amazing work in the area. Will be a good balance to be on both boards and have an idea of what's going on economically and philanthropically in the community.

D. Carlyon shared a joke with the board.

Was discussed that by July, the board could possibly meet again in-person.

ADJOURNMENT

**Motion by D. Carlyon, seconded by P. Travis, to adjourn the meeting at 5:53 p.m.**

ROLL CALL VOTE:

Yes: S. Blondin, D. Carlyon, A. Harris, M. Herr, P. Travis

No: None

*MOTION PASSED 5-0*

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Paul Travis  
Secretary/Treasurer

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Jolene Faber  
Recording Secretary