

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
October 25, 2023**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:33 p.m. on October 25, 2023. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City Michigan 48708.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Don Carlyon, Mary Herr, Douglas Stone and Paul Travis

Board Members Absent:

Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING: Rachel Bedell – Senior Library Assistant Acquisitions Department. Began at BCLS in 2000 as a Page on the Bookmobile. In 2006 she moved to the Sage branch in the Circulation department then became full-time in 2010 at the Auburn branch as a Library Assistant. She then became a Senior Library Assistant in the Children’s department at the Sage Branch in 2014. In 2016 she got her dream job at Wirt in the Acquisitions department. Her primary duties are invoicing, loading BIB records, training, supervising the part-time staff, and some ordering. Her favorite part of her job is loading BIB records and the people she works with.

ADDITIONAL AGENDA ITEMS: No Additional Agenda Items

MINUTES – September 27, 2023 (**Approve**)

Motion by M. Herr, seconded by D. Stone, to approve the minutes of the September 27, 2023 regular board meeting. Motion carried.

BILLS PAYABLE

Nothing stood out to S. Blondin. There were no other questions.

Motion by M. Herr, seconded by D. Carlyon, to approve the bills payable for the month of August 2023. Motion carried.

PENAL FINE REPORT

K. Ayala reported September penal fines came in at \$24,848.49; currently 9 months into the year and have surpassed our yearly budgeted amount. Having a very good year with penal fines.

FINANCIAL REPORT

K. Ayala reported revenue for September was \$53,288.57 with the bulk coming from penal fines and Interest on Investments which continue to be come in above normal. Most of the revenue for the next few months will be from these two line items (Penal Fines and Interest on Investments).

On the expense side, this year has been unfolding like a normal year with the exception of a few more repair items than usual but have the revenue to support those repairs.

D. Stone asked where the Interest on Investments came from and K. Ayala explained it's our money that has accumulated over the years that is pooled with the county in the Investment Pool where the county invests it in different CDs, Commercial Paper, Money Market Accounts etc. The County Treasurer decides where the money is invested.

Motion by D. Carlyon, seconded by S. Blondin, to receive the September 2023 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

The Friends had another successful Author night with over 425 people in attendance for Lisa Wingate at the State Theater. The Friends sponsorship of these events gives anyone the opportunity to have a chance to attend a quality program at no cost to them.

We are in the process of consolidating our audio books from two streaming platforms to one platform to make it more convenient for patrons to find everything in audio with one search; scheduled to begin December 5th. Patrons will receive an email who currently use both platforms informing them of the change.

There is a new book club for ages 9-12 at Wirt named Pizza and Pages. The new book club will travel to different locations around downtown so patrons can discover new books and new adventures. Wirt will also be adding a non-fiction book club beginning in November. We also offer book club bags of multiple copies of a title for patrons to check out for their own book clubs.

Last month was library card sign up month with approximately 60 more sign ups this year compared to the prior year (347 to 405).

Motion by M. Herr, seconded by D. Carlyon to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Tell Us What You Think.

COMMITTEE REPORTS

A. Finance Committee – No meeting. Will meet in November.

B. Personnel Committee - No meeting.

NEW BUSINESS

Time Sheet Policy – No major changes; combined paragraphs and updated outdated information.

Motion by D. Carlyon, seconded by M. Herr, to approve the Time Sheet Policy. Motion carried.

CLOSED SESSION – No closed session.

ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

ADJOURNMENT

Motion by M. Herr seconded by S. Blondin, to adjourn the meeting at 6:02 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Jolene Faber
Recording Secretary