



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
October 26, 2022**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on October 26, 2022. The meeting was held in the Wirt Library Kanzler Community Room, 500 Center Ave. Bay City, MI 48708.

The Pledge of Allegiance was recited.

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

Board Members Absent:

Others Present: Trish Burns and Jolene Faber

STAFF GREETING: Kirsten Wellnitz – Managing Librarian Alice and Jack Wirt Branch

Kirsten shared she started 12 years ago at the Pinconning Branch then managed Auburn and Pinconning for a year before moving to Sage for several years before coming to the Wirt branch in 2020. She enjoys working here with a great group of people who continue to be creative and innovative with programming and events. Kirsten was instrumental in the creation of policies and procedures to help keep our staff and patrons safe during the pandemic.

ADDITIONAL AGENDA ITEMS:

Due to the cancelation of the September 28, 2022 board meeting the following was discussed:

MINUTES (August 24, 2022)

Motion by A. Harris, seconded by D. Carlyon, to approve the minutes of the August 24, 2022 regular board meeting. Motion carried.

BILLS PAYABLE

S. Blondin said she found no discrepancies with the Bills Payable in August.

Motion by A. Harris, seconded by S. Blondin, to approve the bills payable of the August 24, 2022 regular board meeting as presented. Motion carried.

PENAL FINE REPORT

T. Burns reported August penal fines came in at \$10,742.65. Even though we came in slightly under budget for August, overall we are over budget in our year-to-date so we suspect we will make budget with penal fines without any issues.

FINANCIAL REPORT

T. Burns reported revenue for August was \$53,211.70. Nothing unusual came in for revenue except for the Friends of the Library Book Sale in the amount of \$30,248.87. At the end of August, we are at 103.55% of our revenue so we have already hit our mark for the year.

Motion by D. Carlyon, seconded by M. Herr, to receive the August 24, 2022 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Shortly after our building opened in 2006, the Reading Garden was planted and had been growing for the last 15-16 years. The garden was in need of replanting and were able to do that this year. The trees inside the garden have been aggressively trimmed to allow for better airflow and continued growth and the older ground plantings have been replaced and should flourish for the next 10-15 years.

Our Seed Library checked out over 2,500 seed packets this year as the program continues to gain popularity. Some patrons weren't aware the seeds needed to be "checked out" so after counting the number was closer to 4,000. Our volunteers are invaluable to this project as they package up the seeds each spring.

We are continuing to grow back our Summer Reading Program participants; we had increases in the Children and Adult numbers. We are taking a look at our counting procedures for next year to ensure a correct count since there was a discrepancy with paper logs this year.

We had two First Amendment Audits at our Pinconning and Auburn branches. Both branches had patrons come in filming and loudly exclaiming about their rights. Our staff was helpful and remained calm and the patrons left quietly.

All of the staff decided they wanted to put up book displays, posters and Facebook posts for Banned Books Week and didn't shy away from controversy and received no complaints or challenges.

Motion by S. Blondin, seconded by M. Herr, to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Thank you letters.

COMMITTEE REPORTS

Personnel Committee met and approved the request for T. Burns to receive the same increase in salary the rest of the staff received in addition to an additional week of vacation.

Motion by D. Carlyon, seconded by M. Herr, to approve the Committee Report's recommendation presented. Motion carried.

NEW BUSINESS

Weather Emergency Policy – The only change being made to the policy is to add information about the Bookmobile and what would occur if it were out on the road in inclement weather.

Motion by M. Herr, seconded by A. Harris, to approve the New Business. Motion carried.

ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

MINUTES

***No minutes to approve from September 28, 2022 due to the cancelation of the Board Meeting.**

BILLS PAYABLE

S. Blondin's only question was on the August Placements line item. T. Burns explained that is the collection agency, Unique, that we use when a patron has \$75 or more that is due to the library for lost and damaged material.

Motion by M. Herr, seconded by A. Harris, to approve the bills payable as presented. Motion carried.

PENAL FINE REPORT

T. Burns reported September penal fines came in at \$13,740.27 coming in over budget and only \$14,000 away from making our budget as of now with three months left to go. We highly suspect we will hit budget without any problem.

FINANCIAL REPORT

T. Burns reported revenues for September were \$49,226.97 with the only thing of interest that we received was from the McCabe Foundation; receiving about \$7,400 more than the usual amount. At the end of September, we are now at 104.42% of our revenue that continues to grow and will do so for the fourth quarter as well.

In terms of expenses, there are no areas of concern.

Motion by S. Blondin, seconded by M. Herr, to receive the Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

We are very happy to report that we hired Dacy Willard as our Managing Librarian for our Pinconning and Auburn Branches, she replaces Linda Austin who retired in May.

As of this point, the Pinconning wall is done and painted. However, the Drive-up window project at Wirt is still in limbo as we wait on the blocks to match the existing block; have tabled the project until spring.

M. Herr asked if the return drop boxes will be changed as well and T. Burns responded that at this time they will not but we can see what can be done with that as well. Once the Drive-thru is complete we can take a look at that project.

We began digitizing of the microfilm of the Pinconning Journal; the first 10 reels are now up on the website. We will continue digitizing the Journal over the next year until we have a complete run.

We have a ton of great new programs happening and continue to be impressed by staff as they come up with new programs to keep the library fresh. One of the latest programs is called Passport to Reading. Patrons get a passport and as they read books from different countries, they get a stamp in their passport and once they have all their stamps they are entered into a drawing.

There were 350 people that attended the Kate Quinn event held by the Friends of the Library. The next author event will be the end of April or the beginning of May 2023.

There have been no recent book challenges.

Motion by M. Herr, seconded by A. Harris, to receive the Administration Report as presented. Motion carried.

OPEN TO THE PUBLIC

None

CORRESPONDENCE

Thank you letter.

COMMITTEE REPORTS

A. Finance Committee – Will be meeting November 8th.

B. Personnel Committee - No meeting

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Collection Development Policy- Major changes include adding language to strengthen the policy so people know the library and the library board of trustees are serious in making sure patrons can exercise their constitutional rights, and update and remove outdated information.

Motion by A. Harris, seconded by M. Herr, to approve the New Business as presented. Motion carried.

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

T. Burns will make a draft of an alternative Agenda for the board to consider next meeting.

ADJOURNMENT

Motion by D. Carlyon seconded by A. Harris, to adjourn the meeting at 6:21 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Jolene Faber
Recording Secretary