

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
October 27, 2021**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:31 p.m. on October 27, 2021. 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: Don Carlyon, Anne Harris, Mary Herr and Paul Travis and Sue Blondin

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

ADDITIONAL AGENDA ITEMS- No additional agenda items.

MINUTES

Motion by P. Travis, seconded by A. Harris, to approve the minutes of the September 22, 2021, regular board meeting. Motion carried.

BILLS PAYABLE

P. Travis stated bills payable looked like a routine report. His only question was about the item listed as Library Network CrowdStrike Virus Protection. T. Burns explained it was the new virus protection that was put in place this fall to replace the previous protection program at a better price point.

Motion by D. Carlyon, seconded by S. Blondin, to approve the bills payable as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported September Penal Fines came in at \$11,595.10. Through the first nine months we have received \$148,971.68. We are starting to trend a little lower but looking at the big picture revenue wise, we are in good shape. Will keep an eye on it, and he has already started notching down next year's anticipated revenue for penal fines.

FINANCIAL REPORT

K. Ayala reported for the system wide budget as we head into the last couple months we will only get trickles in of revenue since we have received the majority of our revenue already for the year. For the month, we received \$19,962.76 with the bulk of that being penal fines. Overall for the year, we have received approximately 5.5 million dollars which is more than anticipated and budgeted so we are in good shape even if the penal fines continue to come in under what we budgeted. As of the first nine months of the year, we are doing really good when it comes to actual spending compared

to what we budgeted; trending less in expenses. Heading into the end of the year, no area of concern with expenses.

M. Herr asked what line item “Interest on Construction Project” was. K. Ayala explained that it was interest earned on the money that is left over in the account dedicated to construction projects.

K. Ayala referred to the chart for our VEBA account which is our Retiree Healthcare Insurance Funding mechanism. We currently do not take any money out of this account, we just continue to contribute to it to keep building it up. We currently pay as we go for our Retiree Healthcare out of our operating budget. We are currently at 147% funding level for our VEBA account. The fund started back in 2003 and it took about 17 years for us to get to 100% funded. We should be good for the next two to four years without having to put anything in the fund.

K. Ayala then referred to a chart for our Pension which includes approximately 22 people retired drawing on our pension. Since there is money coming out of this fund, we have to contribute to this account. We went from 115% funded up to 120% funded so our pension is doing great. The chart says we do not have to contribute any money into the pension however, we do continue to put some money in there because there are people drawing against it. We are in excellent shape when it comes to our long-term future obligations that we’ve made to our employees. We did close our pension to new hires as of 2012. We are the only unit within the county that has done that because it was decided that it would be a huge burden 30-40 years from now. The amount that would be needed to contribute would be a large burden on the library system.

P. Travis asked what is now done for employees since they do not receive a pension. K. Ayala explained that when new employees contribute to their 401k, the library gives them an automatic 2% match and if they kick in at least 2%, the library gives an additional 2%; giving a max of 4% for their 401k or 457.

Motion by A. Harris, seconded by P. Travis, to receive the Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT – Trish Burns

Our maintenance staff has been working very diligently the last several weeks to clean the black streaks off the building. They have been working on the areas they can reach and in the spring it’s planned to rent a cherry picker to clean the portions that couldn’t be reached this time. We will make sure that this becomes a regular maintenance duty and not let it go as long as this last time.

The progress on the Drive-up window is currently at a standstill. We thought we had a solution figured out but there is still an issue with the speaker button. We have gone back to the drawing board and will be looking at some new plans. Although we had hoped to get it done this summer or fall, that did not happen so we are working toward starting the project in the spring.

We were approached by a food truck to use the library parking lot to set up for lunch; there was a good amount of people that stopped and used it including staff. We will see if that is something they wish to continue and if it does become popular enough, we may reach out to other food trucks and make a calendar.

P. Travis asked if we were compensated for that and T. Burns replied not at the moment. We just thought we would try it and see how it went; if it becomes widely popular we may have a chat with the trucks that a donation would be nice for use of our parking lot.

The Jamie Ford presentation what was held at the State Theatre was wonderful and successful. He did a marvelous job and was very engaging and was attended by almost 100 people.

We are part of the Big Read project this year and our Big Read day that was on September 28th was filled with giveaways and treats for patrons. Everything was paid for through the Big Read Grant which was wonderful. Patrons also received a free copy of the book, “The House on Mango Street”. All of the copies of the book were given away that day so we purchased more books and those were all claimed as well. It was a lot of fun and patrons were very appreciative.

The new phone system at the library is being installed and staff is being trained.

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

OPEN TO THE PUBLIC

None

CORRESPONDENCE

No correspondence

COMMITTEE REPORTS

A. Finance Committee – No report.

B. Personnel Committee- No report.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Laptop Computer Loan Policy and Agreement

All of the buildings have Laptop computers patrons can use while in the building. It was decided that the policy needed to be updated. We used to require a library card and a picture ID to checkout a Laptop. However, since you don't need both to checkout anything else in the library, staff wanted to change the policy to only require a photo ID. The other change to the policy would be to strikeout the statement about saving the borrower's work to a DVD or CD. It will be replaced with “Flashdrives are available for purchase for \$5.00.”

Changes to the Loan Agreement include taking out redundant statements, removing the line to initial at the beginning of each statement on the agreement, and removing the line for library card number at the bottom since it will no longer be required.

Motion by S. Blondin, seconded by A. Harris, to approve changes to the Laptop Computer Loan Policy and Agreement. Motion carried

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

M. Herr announced that there was a concern about the middle school book group and asked T. Burns to give a synopsis.

D. Carlyon shared a thoughtful quote.

ADJOURNMENT

Motion by D. Carlyon, seconded by P. Travis, to adjourn the meeting at 6:14 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary