

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
November 16, 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 November 16, 2022. The meeting was held in the Board 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 (via telephone), Anne Harris, Mary Herr, Paul Travis

Board Members Absent:

Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING – Kristin Madaj- Marketing Manager. She always had a love of books and reading. Graduated from Eastern Michigan University with a Business degree with a concentration in Marketing. She is in charge of the newsletter, all social media, graphic design, website up keep and content, email marketing, PR communications, along with anything new that may arise. Has a good three months so far and happy to be part of the library.

ADDITIONAL AGENDA ITEMS – Material Reconsideration Form will be presented and discussed in New Business.

MINUTES

Motion by S. Blondin, seconded by A. Harris, to approve the minutes of the October 26, 2022, regular board meeting. Motion carried.

BILLS PAYABLE

S. Blondin reported she saw nothing that looked out of place and didn't have any questions. M. Herr asked what the Brainfuse charge was. T. Burns explained it is online database we subscribe to that offers real-time online tutoring, test taking and several other resources. M. Herr also asked what the payment was to Rae Chesny. T. Burns commented that it is an educator workshop for teachers and parents that is based on storytelling; how you can use storytelling to more effectively teach in the classroom. The library usually holds an educator workshop every other year for caregivers, teachers, etc. and normally have 50-75 attendees. It is free to patrons and well received.

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

PENAL FINE REPORT

K. Ayala reported October penal fines had not yet been reported from the county at the time the packet was sent out.

FINANCIAL REPORT

K. Ayala reported revenues for October were \$16,989.39. This amount is to be expected as we near the end of the year and miscellaneous revenue trickles in. Wanted to point out that we received our Universal Service Fund payment. This is a fund collected by the government from cell phone bills that is disbursed to education institutions and libraries that can be applied to our internet service to get reimbursed for a percentage of our bill (in our case 80%). The program was supposed to phase out ten years ago but it continues to be charged on cell phone bills and disbursed by the government.

Expense side we are doing really well and have no areas of concern. We continue to take care of our building repair projects.

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

ADMINISTRATION REPORT –

We are thrilled that we will have reindeer at all the branches this year. It is one of our most popular programs and expect a good turn out this year.

Gift of Reading started and we are collecting books and monetary donations. We are working to add a few new organizations to our list this year.

Coats for Kids is going nuts and have already made several trips to Salvation Army to drop off coats. It is wonderful that people are donating so many coats and our patrons have been extremely generous.

We are working on building projects as always and currently replacing paper towel holders with automatic air hand dryers in the bathrooms at all branches. We are being proactive with this project as our cost for paper products continue to go up.

A Material Reconsideration Form was requested at the Auburn branch but has not been returned.

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

OPEN TO THE PUBLIC

None

CORRESPONDENCE

None

COMMITTEE REPORTS

A. Finance Committee – Met and discussed the 2023 budget.

2022 was another good year and expecting to have money left at the end of the year. This year we are looking at putting extra funds towards The Bay City Times Historical Newspaper, Hoopla, Overdrive, our furniture line and staff.

2023 Budget – Revenue expected to increase 4.3%. We are also seeing for the first time State Aid will be fully funded and will increase. Since we were conservative on Penal Fines this year, we will increase the Penal Fine amount to 13k/month. In total, we are looking at an increase of around \$327,000 in revenue. If the board approves the recommendations that were proposed, that is built into the 2023 budget and includes: 3.5% wage increase plus the step increase, \$12/hour minimum wage increase, the additional 75 cents per hour raise, 12% increase in health insurance, and 10% increase in health retiree insurance. We also increased our gas line item (not anticipating gas prices to decrease in the coming year) and conference training because we will have staff day in 2023. There will be a decrease in Grounds Maintenance because we completed the Reading Garden project in 2022. We also increased our Book line item by 6.5% because the expected price increase of paper. We have 75k in furniture and fixtures and will add the 40k from 2022 year-end. Buildings have been used between 15-17 years and the furniture is starting to show the heavy use so we would like to do a major furniture overhaul with all of the buildings in 2023 (does not include carpeting).

Motion by S. Blondin, seconded by M. Herr, to accept the 2022 year-end recommendations and approve the 2023 budget as presented. Motion carried.

B. Personnel Committee - No meeting

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Fire Evacuation Policy – After board discussion of the policy, it was decided that the policy needs some additional attention. The policy will be brought back next month with additional change recommendations.

Bomb Threat Policy – Will remove verbiage about being at least 1,500 feet from the building and will add verbiage that all staff should remain at their designated safe area so that a full head count of employees can be taken.

Motion by S. Blondin, seconded by A. Harris, to accept the changes to the Bomb Threat Policy. Motion carried.

Alternative Proposed Board Meeting Agenda – After board discussion, it was decided to change “Open to the Public” to “Public Comments” and remove the second “Open to the Public” after New Business.

Motion by A. Harris, seconded by M. Herr, to accept the discussed changes above to the Alternative Proposed Board Meeting Agenda. Motion carried.

Request for Reconsideration of Library Materials Form – Added additional questions including: “Do you live in Bay County?”, “Have you read, viewed, or heard the entire work?” and “In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content?”

Motion by S. Blondin, seconded by A. Harris, to approve the Request for Reconsideration of Library Materials Form. Motion carried.

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

ADJOURNMENT

Motion by M. Herr, seconded by A. Harris, to adjourn the meeting at 6:50 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Jolene Faber
Recording Secretary