

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
November 17, 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 December 15, 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: Sue Blondin, Don Carlyon, Anne Harris, Mary Herr and Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

ADDITIONAL AGENDA ITEMS- No additional agenda items.

MINUTES

Motion by A. Harris, seconded by P. Travis, to approve the minutes of the November 17, 2021, regular board meeting. Motion carried.

BILLS PAYABLE

P. Travis stated that there were no concerns with bills payable; all self-explanatory.

Motion by A. Harris, seconded by S. Blondin, to approve the bills payable as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported November penal fines came in at \$14,587.06 slightly under what was budgeted. Current yearly total is at \$177,074.29 so if we stay on track we should hit about \$190,000 for the year. We have adjusted the 2022 penal fine budget to reflect the trend of decreasing penal fines.

FINANCIAL REPORT

K. Ayala reported revenues for November were \$19,337.78 plus the additional penal fines that were not calculated in at the time of the report. Year to date, we are at \$5,612,335.22; we are really doing well when it comes to our revenue.

Expenses continue to come in less than anticipated which is good. No areas of concern on the revenue or expense side.

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

ADMINISTRATION REPORT – Trish Burns

We have been working on classroom libraries for some time now which a program from the morning Rotary Club of Bay City. Through a grant, all Kindergarten classrooms in Bay County will get a storage bin with books. Originally it was only title one schools, but more grants were written and all Kindergarten classrooms in the county will now get books. Each classroom will receive 75 items which are new books or books in good condition that have been weeded from our collection. We are hoping within the next year to refresh those books with additional weeded books and expand to first and second grade classrooms as well. The bins will be delivered to the classrooms in December and January.

The reindeer at Pinconning was a very successful event. Attendance was at least 1,000 people and we know we missed counting many visitors that came in the back side of the entrance. Kids and parents alike had a great time.

We are easing back into face to face indoor programming in January; primarily with the adult book discussion groups. Children's will ease back to face to face in February.

Our first system run with the sniffer dogs was December 6th and we are exceedingly happy that no bed bugs were found. They are scheduled to come back in the late spring or early summer of next year.

Motion by P. Travis, seconded by S. Blondin, to receive the Administration Report as presented. Motion carried.

OPEN TO THE PUBLIC

None

CORRESPONDENCE

None

COMMITTEE REPORTS

A. Finance Committee –

1. Fiscal Year 2022 Revenue Budget – P. Travis gave an overview of the budget sharing that the BCLS is in good shape going into 2022. T. Burns shared there is a 1.39 % increase in our Operating Property Taxes for 2022. We also expect to see greater increases in the next several years as property taxes go up with the increasing housing prices. T. Burns also reported that our State Aid will return back to normal or slightly increase. There are a few decreases to revenue we will see including Patron Usage Fees as BCLS has moved to fine free and no longer charges for DVDs. We will also be conservative with penal fines in 2022 and budget \$12,000 per month.

Expense Budget – There will be a 2.5 % wage increase that we are bound to contractually and it was decided by the board that the wage scale will be adjusted by \$1.25 per hour beginning January 1st for all employees. Building expenses will include the wall repair at the Pinconning branch as well as updating the Wirt Reading Garden landscaping.

Motion by P. Travis, seconded by D. Carlyon, to approve the Fiscal Year 2022 Revenue Budget including a wage scale adjustment of \$1.25 per hour for all BCLS employees as reported. Motion carried.

B. Personnel Committee- No report.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

No new business.

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

D. Carlyon shared a few thoughtful quotes.

ADJOURNMENT

Motion by A. Harris, seconded by P. Travis, to adjourn the meeting at 5:56 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary