



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
February 28, 2024**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on February 28, 2024. 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, Mary Herr, Douglas Stone and Paul Travis
Board Members Absent:
Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING: Ruth Lofaro – Acquisitions Department Head. The first thing people learn about her is she is a proud grandma of a three-year-old, the second is her job because she absolutely loves it. In 1999 Ruth was hired in at the Pinconning Branch as part-time eventually becoming full time. Ruth got the opportunity to watch the new Pinconning Branch be built and got to be a part of moving everything to the new building and help set it up. She feels like acquisitions is the heart of the library because that's where all the behind the scene action is. Selectors find titles they want and put them in lists and once a week Ruth orders them. Once they are shipped and received, the books are processed and distributed to the different branches. Ruth has been in the acquisitions department going on 17 years and absolutely loves it.

ADDITIONAL AGENDA ITEMS: No Additional Agenda Items

MINUTES – January 24, 2024 (**Approve**)

Motion by P. Travis, seconded by S. Blondin, to approve the minutes of the January 24, 2024 regular board meeting. Motion carried.

BILLS PAYABLE

S. Blondin asked what the charge for Sound Panel Installation was. K. Ayala explained they installed sound baffling panels in the Sage Community Room to help with the noise/echoing.

S. Blondin also asked what the line item Value Line Investment Survey was. K. Ayala explained it is for our yearly subscription to the Value Line Database and the Value Line Hard Copy which relates to mutual funds, investments, retirement savings etc.

Motion by S. Blondin, seconded by D. Stone, to receive the bills payable for the month of January 2024. Motion carried.

PENAL FINE REPORT

K. Ayala reported January penal fines came in at \$18,457.66 over budget by \$3,457.66. As a reminder, we increased penal fine budget from \$13,000 to \$15,000 for 2024.

FINANCIAL REPORT

K. Ayala reported revenue for January was \$49,181.83 with the bulk of that coming from penal fines. We also received a nice technology grant from MMLC cooperative and are off to a good start in the donation category.

On the expense side, nothing really to highlight and invoices for the new year are just starting to come in. Nothing unexpected at this time.

M. Herr asked what the expense in Contractual Services was for. K. Ayala explained that charge was for RIDES which is the delivery system for the consortium.

Motion by P. Travis, seconded by S. Blondin, to receive the January 2024 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Staff has been working with the ISD to provide us with Communication Boards for all the branches which are basically a picture board for individuals to use who have trouble with verbal communication. Our boards will have common library words to help patrons communicate with staff.

We celebrated Take Your Child to The Library Day. This is a national event and this is the first year we have participated. Each branch had special events throughout the week and in total over 500 children and families dropped into our branches on the official date of Saturday February 2.

Wirt hosted its first Puzzle Swap where patrons could donate puzzles to receive a voucher. Then, on the day of the swap patrons could redeem those vouchers for different puzzles that had been donated. Over 100 puzzles were donated and patrons loved the event resulting in another swap to be planned for later this year.

New carpet for Sage is on track for August. Measurements have been taken and the planning has begun. We are using a company that specializes in libraries because it isn't simply putting in new carpet; all the books on the shelves must be taken down and kept in order from start to finish.

Our 1000 Books Before Kindergarten program has been re-vamped with new tracking log booklets and prizes.

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

CORRESPONDENCE

COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

NEW BUSINESS

Notary Policy- The library started providing notary service about 18 months ago and it was decided to put a policy in place for staff to refer patrons to when questions arise about documents staff are not able to sign.

The board discussed the policy and after much conversation and suggestions for changes to the policy, it was decided that T. Burns would revise the policy and bring it back for next month's meeting with the suggested changes for approval.

No motion at this time to approve the new policy.

CLOSED SESSION – No closed session.

ANNOUNCEMENTS

No announcements.

ADJOURNMENT

Motion by S. Blondin seconded by P. Travis, to adjourn the meeting at 6:16 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary