

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
March 23, 2022**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:31 p.m. on March 23, 2022. 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 (joined via telephone due to medical issue), Anne Harris, Mary Herr and Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, and Jolene Faber

ADDITIONAL AGENDA ITEMS:

Due to the cancelation of the February 23, 2022 board meeting the following was discussed:

MINUTES (January 26, 2022)

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

BILLS PAYABLE

S. Blondin did not have any questions or concerns on Bills Payable.

Motion by A. Harris, seconded by S. Blondin, to approve the bills payable of the January 26, 2022 regular board meeting as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported January penal fines came in at \$17,380.26. As previously discussed we lowered the monthly budget to \$12,000 for 2022 and we are off to a good start in January coming in over \$17,000.

FINANCIAL REPORT

K. Ayala reported revenues for January were \$33,639.47 with the majority coming from penal fines, donations and grant money that we have received. Seeing nothing to be concerned about with Expenses for January.

Motion by S. Blondin, seconded by M. Herr, to receive the January 26, 2022 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT (Given by K. Ayala for T. Burns)

Received a grant from the Michigan Humanities Council for the Great Michigan Read and have lots of exciting things going on this year for that.

We are finally starting in person storytime and programming again and have begun to see foot traffic increase. Hoping with these in person programming and SRP we can return to pre-pandemic patron foot traffic.

We had a wedding at Wirt on Valentine's Day in the quite reading room.

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

CORRESPONDENCE

Thank You letter – Hat and Glove donations

MINUTES

***No minutes to approve from February 23, 2022 due to the cancelation of the Board Meeting.**

BILLS PAYABLE

S. Blondin had no questions or concerns. Nothing stood out to question; lot of routine bills.

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

PENAL FINE REPORT

K. Ayala reported February penal fines came in at \$15,844.18; again above budget for the second month in a row. For the first two months, about \$9,200 ahead of budget so we are off to a good start. If we continue this trend we should have no trouble this year making penal fine budget.

FINANCIAL REPORT

K. Ayala reported revenues for February were \$1,408,842.23 with the majority coming from our first property tax revenues. February, March and April are when we get the bulk of our property tax revenue and then a final payment in June. Again, in February we received \$15,000 in other donations bringing our total to \$29,258.91 to date surpassing our yearly budget in the first two months which is great.

First two months in for Expenses and nothing to be concerned about. Confident this year we will have the revenues to support things we would like to accomplish.

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

ADMINISTRATION REPORT – (Given by K. Ayala for T. Burns)

The What's Next Group has decided to file to become a 501(c)3 under a new name: Bay Arts & Culture Commission. This will give the group the opportunity to seek grants and receive donations toward its joint marketing efforts. The by-laws have been provided for the board but do not need any action.

The library will have an outside party come in and do an audit on our collection. From that data, our staff will run reports to see how our materials match our people and then weed old titles and add new titles to fill any gaps in our collection.

We have installed new Mobile Print Software which will be easier for patrons to print wirelessly from their phone, laptop, computer or tablet. The software will also show patrons how much their printing will cost to help prevent excess printing by mistake.

Staff participated in Spirit Week. Each day had a different theme where staff could submit their photo and be voted on to win gift cards. It was enjoyed by all.

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

OPEN TO THE PUBLIC

None

CORRESPONDENCE

Thank You letter

COMMITTEE REPORTS

- A. Finance Committee – No meeting
- B. Personnel Committee - No meeting

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Rest & Meals Policy – Policy has been in place for many years but there was some confusion on how it was being interrupted so we took the opportunity to update the policy to read more clearly and add a section dedicated to minors.

Motion by S. Blondin, seconded by A. Harris, to approve the new business. Motion carried.

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

D. Carlyon shared a few thoughtful quotes.

ADJOURNMENT

Motion by A. Harris, seconded by M. Herr, to adjourn the meeting at 6:09 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Jolene Faber
Recording Secretary