

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
April 26, 2023**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on March 22, 2023. The meeting was held in the Wirt Library Board Room, 500 Center Ave. Bay City, MI 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: Trish Burns, Kevin Ayala

STAFF GREETING: Erika Trapp – Finance/HR Analyst, Erika Just celebrated her 9-year anniversary, started out as a page at South Side Branch then moved into a part time position at Circulation. In her current position she handles all of the payroll functions and HR functions, processes in all new hires and prepares all monthly financial statements.

ADDITIONAL AGENDA ITEMS:

MINUTES – March 23, 2023

Motion by S. Blondin, seconded by A. Harris, to approve the minutes of the March 23, 2023 regular board meeting. Motion carried.

BILLS PAYABLE

S. Blondin asked a question about the MI Adventure invoice, Mary Herr asked about the drive up window.

Motion by A. Harris, seconded by S. Blondin, to approve the bills payable of the March 23, 2023 regular board meeting as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported March penal fines came in at \$23,223.80, over budget by \$10,223.80. We are off to a good start with penal fines for the three months.

FINANCIAL REPORT

K. Ayala reported revenue for March was approximately 1.7 million with the bulk coming from Property Tax Revenue. K. Ayala reported we now have received more than 5 million in Property Tax Revenue, we will get a little bit more before our final payout in June.

Expenses for March were normal routine expenses with no concerns.

Motion by D. Carlyon, seconded by A. Harris, to receive the March 23, 2023 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Wirt bathrooms got another refresh with new countertops.

Wirt drive up window has finally started to be reworked and hope to have it completed within a week or two.

Give Local Bay is coming up on May 2nd, this is where anyone can make a donation to the library.

The living library will take place on April 27th at Wirt, attendees will be able to interact with a person and share stories and ask questions.

Motion by S. Blondin, seconded by M. Herr, to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

None

COMMITTEE REPORTS

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

NEW BUSINESS

Meeting Room Policy – T. Burns pointed out the highlighted changes. M. Herr suggested some slight changes to make is more clear.

Motion by D. Carlyon, seconded by A. Harris, to accept the changes as presented. Motion carried.

Meeting Room Policy Form – T. Burns pointed out the highlighted changes.

Motion by D. Carlyon, seconded by A. Harris, to accept the changes as presented. Motion carried.

Children's Use of the Library Policy – T. Burns pointed out the highlighted changes. Discussion was raised around changing the age limit from 9 to 10 years old and it was decided to leave it a 9 years old as presented.

Motion by D. Carlyon, seconded by S. Blondin, to accept the changes as presented. Motion carried.

ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes. D. Carlyon also mentioned that he is putting on a tribute event honoring his wife Betty's 5 years of passing. The event will be at the State Theatre on June 27th, with tickets costing \$15. Kevin Cole will be performing.

ADJOURNMENT

Motion by A. Harris seconded by M. Herr, to adjourn the meeting at 6:03 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Kevin Ayala
Recording Secretary