

MINUTES OF THE



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
May 25, 2022**

Don Carlyon called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on May 25, 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, Anne Harris, Mary Herr  
Board Members Absent: Paul Travis  
Others Present: Trish Burns, Kevin Ayala, and Jolene Faber

STAFF GREETING – Cora Schaeff: Children’s Department Head. Cora has been doing school visits with the Book Bike and preparing for the Summer Reading Program. Busy thinking and creating new programs and events and having fun being back in the Children’s world. Recently received a grant for a STEM cart for the Children’s department.

ADDITIONAL AGENDA ITEMS – Closings, Emergency-Employee Compensation policy will be moved and discussed at June’s meeting.

MINUTES

**Motion by A. Harris, seconded by M. Herr, to approve the minutes of the April 27, 2022, regular board meeting. Motion carried.**

BILLS PAYABLE

S. Blondin reported she had a question on the charge from Remer Heating and Plumbing. K. Ayala explained we trusted the judgment of the vendor and it was better to go with a repair rather than replacement.

M. Herr questioned a charge from Meijer and K. Ayala explained that the purchase was for Gift Cards which are purchased all at once online (to receive a discount on the Gift Cards).

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

PENAL FINE REPORT

K. Ayala reported April penal fines came in at \$15,738.88, over budget by \$3,738.88. We are trending about \$10,000 over budget and hoping the trend continues.

FINANCIAL REPORT

K. Ayala reported revenues for April were \$40,282.47. The bulk of our revenue is in; we received a small portion of Property Taxes and the Penal Fines made up the majority. Looking at our Year to Date revenue, we have gone over the 5 million mark and do not see any issues with revenue at this point in time. In many of our categories we are trending more than budgeted; should be another good year for revenue.

Expense side we are taking care of things that need to be taken care of. The humidifier repair was not an expense we anticipated but occasionally we will get a large expense from something breaking since we have been in this building for 16 years. Expenses are at or below what we have budgeted for the year. It will be interesting to watch our utility bills between now and the end of the year with the increase in cost for natural gas and fuel.

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

#### ADMINISTRATION REPORT –

Give Local Bay – We were head of the leaderboard this year in large part from an anonymous donor that donated \$33,000 which went toward our total and will go in the endowment.

As Cora mentioned, we received the grant for the STEM cart with science and technology items.

Building Maintenance – The remainder of the building that couldn't be reached by maintenance staff last year has been cleaned and re-caulked and the building is looking really nice.

The recent author events that took place were very successful. The program at the State Theatre by Angeline Bouley was attended by 157 people, the best audience yet in the series.

Summer Reading Program will kick off with the theme “Oceans of Possibilities”. Looking forward to a normal SRP this year.

Linda Austin who manages the Auburn and Pinconning branches is retiring and we will have the position posted. Linda was very respectful of her staff and will be missed at both branches.

**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 – No meeting

B. Personnel Committee - Working on T. Burn's evaluation

#### UNFINISHED BUSINESS

There was no unfinished business to discuss.

#### NEW BUSINESS

Reconsideration of Materials Policy – Verbiage will be added to include only Bay County residents can submit a request for material reconsideration.

**Motion by S. Blondin, seconded by M. Herr, to approve the Reconsideration of Materials Policy. Motion carried.**

Time Limit – Verbiage will be added to the Board Agenda under Open to the Public that will inform the public on how long and how many times they can speak at a meeting.

**Motion by A. Harris, seconded by M. Herr to approve the Time Limit modification. Motion carried.**

OPEN TO THE PUBLIC  
No Public

CLOSED SESSION

ANNOUNCEMENTS  
D. Carlyon shared some thoughtful quotes.

ADJOURNMENT

**Motion by M. Herr, seconded by S. Blondin, to adjourn the meeting at 6:04 p.m. Motion carried.**

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Sue Blondin  
Secretary/Treasurer

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Jolene Faber  
Recording Secretary