

MINUTES OF THE



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
August 24, 2022**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:32 p.m. on August 24, 2022. The meeting was held in the Sage Branch Community Room 100 E. Midland Street, Bay City Michigan 48706.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Anne Harris, Mary Herr and Paul Travis  
Board Members Absent: Don Carlyon  
Others Present: Kevin Ayala, Trish Burns and Jolene Faber

**ADDITIONAL AGENDA ITEMS:**

Due to the cancelation of the July 27, 2022 board meeting the following was discussed:

MINUTES (June 22, 2022)

**Motion by A. Harris, seconded by M. Herr, to approve the minutes of the June 22, 2022 regular board meeting. Motion carried.**

BILLS PAYABLE

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

**Motion by S. Blondin, seconded by M. Herr, to approve the bills payable of the June 22, 2022 regular board meeting as presented. Motion carried.**

PENAL FINE REPORT

K. Ayala reported June penal fines came in at \$13,596.70. For the first six months, we are at \$89,888.11 and trending good so far for the year.

FINANCIAL REPORT

K. Ayala reported revenues for June were \$497,103.24 with the majority coming from the remainder of our property taxes (\$260,621.37) and the Local Community Stabilization Share (\$211,039.75). The Local Community Stabilization Share replaces personal property tax and this is an additional payment (bringing us to \$336,071.49 for the year). At some point, the amount will decrease but has been on the higher end the last several years. There is no way to predict how much revenue will come from the Local Community Stabilization Share which is why we keep a conservative budget of \$80,000 per year. The remaining revenue is from routine accounts.

On the expense side, expenses are coming in at or below what we anticipated for expenditures.

**Motion by A. Harris, seconded by M. Herr, to receive the June 22, 2022 Penal Fine and Financial Reports as presented. Motion carried.**

## ADMINISTRATION REPORT

We are partnering with several different agencies for the Talking is Teaching Initiative which promotes the importance of early brain and language development and supports parents with tools to talk, read, and sing with their kids from birth. Signs will be displayed across the community and will either go up this fall or in the spring.

We have implemented a change with our WiFi. When the pandemic began, we opened up our WiFi to 24/7 to accommodate patrons that couldn't get into the building to use the WiFi. Over the last several months, there have been groups of older teens gathering (mostly at the Sage Branch) in the parking lot and park at all hours of the night. It was suggested by a community police officer that a way to stop that is to shut the WiFi down when we close. The WiFi is available beginning at 6am and can be accessed from both inside the building (during open hours) and from the parking lot until it is shut off at 9pm.

Our new Marketing Manager, Kristin Madaj, started August 1<sup>st</sup>. She is settling in very well, getting things done under pressure and she has already created a TikTok account adding another social media outlet for the library. We look forward to other new things she brings to our library.

The 47<sup>th</sup> Annual Used Book Sale occurred August 4-6 with their third largest book sale to date.

**Motion by S. Blondin, seconded by A. Harris, to receive the Administration Report as presented. Motion carried.**

## NEW BUSINESS

Corporate Library Cards – Since we have gone fine free, the policy needed to be updated to clean up the language to reflect the fine/fee changes. On the Corporate Library Card Application and Corporate Library Card Agreement, it was also added that the Corporation must be located in Bay County.

Library Card Registration Policy – Language was removed since we no longer charge for a replacement library card.

**Motion by A. Harris, seconded by M. Herr, to approve the New Business. Motion carried.**

**\*No minutes to approve from July 27, 2022 due to the cancelation of the Board Meeting.**

#### BILLS PAYABLE

S. Blondin's only question was on the Bed Bug Inspection line item; K. Ayala explained that is an inspection done twice a year.

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

#### PENAL FINE REPORT

K. Ayala reported July penal fines came in at \$16,060.99; averaging about \$15,000 per month and on track. Believes we will have no trouble bringing in more than we budgeted for the year.

#### FINANCIAL REPORT

K. Ayala reported revenues for July were \$93,307.59 with the majority coming from our last State Aid payment and penal fines. Right now, year to date through July, we have brought in \$5,830,555.04.

Overall expenses there are no surprises, everything is happening as anticipated; taking care of things as they pop up and trying to finish up some projects as we head into fall.

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

#### ADMINISTRATION REPORT

As an additional precaution, our email provider has required us to install a Two Factor Authorization for our email.

The Pinconning Sesquicentennial, which the library was part of, was a big success and had around 400 people that came through the library.

A. Harris asked about the progress on the outside wall at Pinconning. T. Burns explained that bids were sent out and the work is scheduled to happen in late September.

Water bottle filling stations are being installed at all branches for patrons and staff.

Kate Quinn will come September 27<sup>th</sup> to the State Theater as part of the Friends Author Series. We are hoping she will be a big hit as her books have been extremely popular.

We received a visit from MLA's Executive Director Debbie Mikula and she was very impressed with our library.

The board discussed the situation that has taken place at the Patmos Library on the west side of the state regarding book banning. BCLS has have policies in place regarding book reconsideration and review.

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

OPEN TO THE PUBLIC

None

CORRESPONDENCE

No Correspondence.

COMMITTEE REPORTS

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

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

There was no new business to discuss.

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

P. Travis shared some thoughtful quotes.

ADJOURNMENT

**Motion by S. Blondin, seconded by M. Herr, to adjourn the meeting at 6:22 p.m. Motion carried.**

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Sue Blondin  
Secretary/Treasurer

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Jolene Faber  
Recording Secretary