

MINUTES OF THE



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
September 27, 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 September 27, 2023. The meeting was held in the Second Floor Community Meeting 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, Mary Herr, Douglas Stone and Paul Travis

Board Members Absent:

Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING: Renee Foley –Adult/Teen Fiction Department Head Pinconning Branch. Renee has been Department Head since 2014 but started with BCLS in 1998 as a Reference Substitute at Sage. From 1998 to 2000 she was at the Reference desk at Sage either part-time or as a substitute. Renee does collection development, crafts (with a very dedicated patron following), runs the book club at the Pinconning branch, does book displays, and is the 542 union representative.

ADDITIONAL AGENDA ITEMS: No Additional Agenda Items

MINUTES – August 23, 2023 (**Approve**)

**Motion by S. Blondin, seconded by D. Carlyon, to approve the minutes of the August 23, 2023 regular board meeting. Motion carried.**

**BILLS PAYABLE**

S. Blondin asked about the charge for the Security Guard and K. Ayala explained that the use of the Security Guard ended at the end of the month (August) and that would be the last charge.

S. Blondin asked what the charge for Windstream was. K. Ayala explained that is the charge for the phone company we use for our elevators.

M. Herr what the expense from Mideastern MI Library Cooperative was and T. Burns explained there are 13 cooperatives in the state, all libraries belong to one or another and that is how we get our state aid. Some of the state aid comes to the cooperative and they keep it and some of the state aid comes through the cooperative and we get it.

S. Blondin asked why the expense for promotion was so much. K. Ayala explained that expense is for marketing promo items we give away at events and that it isn't a monthly charge, it may happen a few times a year to replenish the items.

K. Ayala also explained the charge for a new trailer which is used for a variety of reasons including hauling the carpet cleaner to the various branches. The previous trailer was wood and had rotted; the new trailer is metal and should last a long time.

**Motion by M. Herr, seconded by S. Blondin, to approve the bills payable for the month of August 2023. Motion carried.**

#### PENAL FINE REPORT

K. Ayala reported August penal fines came in at \$16,053.26; just about 18 thousand shy of our budget with 4 months left to go in the year so we should have no problem meeting or surpassing this year's penal fine budget.

#### FINANCIAL REPORT

K. Ayala reported revenue for August was \$136,076.31 with the bulk coming from State Aid (our last payment of the year) and the Friend's Book Sale bringing in just over 37 thousand. As of August, our year-to-date revenue has surpassed what was budgeted.

On the expense side, we have been focusing on taking care of preventable maintenance and repairing items including addressing our elevators.

M. Herr asked about the charge for "Consultants" and K. Ayala explained it is for the security guard at Wirt and the cleaning company used at Pinconning; basically any outside company not on our payroll.

**Motion by D. Carlyon, seconded by D. Stone, to receive the August 2023 Penal Fine and Financial Reports as presented. Motion carried.**

#### ADMINISTRATION REPORT

The Bookmark Contest that we have every year during SRP was opened up to teens and adults this year. We received 258 entries which were judged by the Executive Director of studio 23; once winners were chosen in the age brackets, they were printed and they are available at all the branches.

We received a partnership with Michigan Learning Channel and PBS to create programming to support young people investigating, researching, producing and storytelling about icons in our community. We are looking forward to this opportunity as we have not done anything like this before.

Our next author event will be held October 5<sup>th</sup> with Lisa Wingate as the chosen author. She has written more than 30 titles with her top three books selling over 3 million copies and has familial ties to Essexville.

We will have our first in-person staff development day since 2019 on October 9<sup>th</sup> where the staff will get some sign language instruction, hear a presentation from a formally homeless person, learn about the upside of stress and learn how to counter the negativity bias.

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

## CORRESPONDENCE

Thank yous and Tell Us What You Think.

## COMMITTEE REPORTS

- A. Finance Committee – No meeting. Will meet in November.
- B. Personnel Committee - No meeting.

## NEW BUSINESS

Meeting Room Policy and Meeting Room Application Form –

Minor changes to clean up language and add the new meeting room at Wirt (previously the computer lab on the second floor) to the policy. The only change to the application was to add Chromebooks to the available equipment (Wirt only).

It was agreed to remove the Furniture and Equipment listed on the policy and replace it with “Tables, chairs and AV equipment subject to change” so the policy doesn’t need to be continually updated when new technology becomes available or older technology is phased out. A copy of the policy that lists the Furniture and Equipment will be available to staff only.

**Motion by M. Herr, seconded by S. Blondin, to approve the Meeting Room Policy and Application with proposed changes of removing the specific equipment details. Motion carried.**

CLOSED SESSION – No closed session.

## ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

## ADJOURNMENT

**Motion by D. Carlyon seconded by M. Herr, to adjourn the meeting at 6:15 p.m. Motion carried.**

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Sue Blondin  
Secretary/Treasurer

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Jolene Faber  
Recording Secretary