

**MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING**

February 26, 2020

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees, to order at 5:30 p.m. on, February 26, 2020. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City MI 48708.

Roll Call: Sue Blondin, Don Carlyon, Anne Harris, Mary Herr, and Paul Travis

Others: Kevin Ayala and Eileen Schulz

The Pledge of Allegiance was recited.

ADDITIONAL AGENDA ITEMS – No additional items for discussion.

MINUTES

Motion by P. Travis, seconded by S. Blondin, to approve the minutes of the January 22, 2020 regular board meeting. Motion carried.

BILLS PAYABLE – Paul Travis reviewed the bills for January.

Motion by D. Carlyon, seconded by A. Harris, to approve the bills payable as presented. Motion carried.

FINANCIAL REPORT

December 2019 Financial Report, January 2020 Financial Report, and Penal Fine Report – Kevin Ayala reported Penal Fines for January came in at \$21,408, approximately \$4,600 under budget. Revenues for the end of 2019 came in at \$6,600,604 and with only a few invoices yet to be received, the year will end with a surplus of \$80,000. The revenue for the first month in 2020 came in at \$869,020, with the bulk of that coming from property taxes. Expenses are on track.

Motion by S. Blondin, seconded by A. Harris, to receive the 2019 December Financial report, 2020 January Financial Report, and the Penal Fine Report. Motion carried.

ADMINISTRATION REPORT – Kevin Ayala

Retirement – Jane Anderson, Managing Librarian at Wirt, is retiring at the end of February. Jane has been the manager at Wirt since February of 2008. During her time here, she has developed an outreach program for books at a number of offsite areas, coordinated the Tall Ships entertainment for the library, and worked with patrons to create a successful seed library, to name a few of her accomplishments. We wish Jane a fabulous retirement spent with both her human and fur families.

Managing Librarians movement – Due to the retirement of J. Anderson at Wirt, the opening caused a ripple effect in the system with all of the managing librarians bidding for different buildings. Kirsten Wellnitz, formerly of Sage, will head the Wirt Library. Jeanette Marks, formerly of Pinconning, will head the Sage Library. Linda Austin, of Auburn Library, will stay at Auburn and take on the management duties for Pinconning. These staff assignments will be effective end of February, first week of March. The staffing change of one managing librarian for both the Auburn and Pinconning Branches will be reevaluated after 6 months.

New Administrative Assistant – Janelle Coe has been hired as the new administrative assistant. Janelle is a native of Bay City and recently moved back. She has extensive administrative experience, primarily from school systems. J. Coe will begin her position March 16, 2020.

Millage Workshop - The Library of Michigan is offering a Millage Workshop on March 3, 2020. Kevin Ayala, Trish Burns, Mary Herr, and Paul Travis will be attending. Topics will include publicity, legal information, and stories from those who have recently run successful campaigns.

Chart of Accounts – K. Ayala explained the State mandated account revisions.

**Motion by D. Carlyon, seconded by S. Blondin, to receive the Administration Report.
Motion carried.**

OPEN TO THE PUBLIC – No comments

CORRESPONDENCE

‘Please Tell Us What You Think...’ – Karen Gould and Roberta Haertel

COMMITTEE REPORTS

Finance Committee – No meeting, no report.

Personnel Committee – No meeting, no report.

UNFINISHED BUSINESS

No unfinished business to discuss.

NEW BUSINESS

No new business to discuss.

OPEN TO THE PUBLIC
No Public

ANNOUNCEMENTS
No announcements.

Motion by D. Carlyon, seconded by P. Travis, to adjourn the meeting at 5:58 pm. Motion carried.

Paul Travis
Secretary/Treasurer

Eileen Schulz
Recording Secretary