

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
April 24, 2024**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on April 24, 2024. 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, Mary Herr, Charlie Parke, Douglas Stone and Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: Cathy Cook – Senior Library Assistant Circulation – Pinconning Branch. Cathy will be celebrating 20 years at BCLS in November and can't think of a better place to work. She started out as a part-time page, moved to circulation then to Children's where she spent 13 years. She recently took over as Senior Library Assistant in Circulation and is enjoying it.

ADDITIONAL AGENDA ITEMS: No Additional Agenda Items

MINUTES – March 27, 2024 (**Approve**)

Motion by C. Parke, seconded by P. Travis, to approve the minutes of the March 27, 2024 regular board meeting. Motion carried.

BILLS PAYABLE

K. Ayala stated that it was a routine month with nothing out of the ordinary for bills. There have been some repairs regarding our heating and cooling systems so there will be bills coming up from that.

D. Stone expressed his opinion again on how billing is currently done for the library and that there is no option for input on the yearly budget. The board members that are on the Finance Committee explained that they meet with T. Burns and K. Ayala and go over the proposed budget and have any questions answered, make adjustments if needed then the budget is brought to the whole board to be approved; which it was with a 4-1 vote for the current year.

M. Herr informed and welcomed D. Stone to come in and look at the bills anytime he would like.

Motion by S. Blondin, seconded by P. Travis, to receive the bills payable for the month of March 2024. Motion carried.

PENAL FINE REPORT

K. Ayala reported March penal fines came in at \$36,681.39. For the first quarter of the year, we are at \$72,485.19 which is about \$27,000 over budget which is good.

FINANCIAL REPORT

K. Ayala reported revenue for March was \$1,060,806.62 with the bulk of that coming from property tax revenue. So for year-to-date, we have received approximately \$5,350,000.00 out of the budgeted \$5,700,000.00; our last major payout for property taxes will be at the end of June.

K. Ayala briefly went over how we receive our revenue for the new board members. Breaking it down into percentages, we are funded 89% from property taxes, about 2.8% is from penal fines, and about 2.7% from interest earnings on those tax revenues at the investment pools with the county. Approximately 98.5% of our revenue comes through as ACH payments; there is very little cash handling done at all.

On the expense side, the only thing we are off to a rocky start on is repairs on our condensers. However, that is why we set money aside in the budget to address those issues when they arise because the buildings are getting to be 18/19 years old. Everything else has been anticipated expenses without any concerns.

C. Parke asked if K. Ayala had a guesstimate of the magnitude of the condenser problems and if there is a plan on taking care of it. K. Ayala explained when the buildings were built, we decided on going with a Trane System which means we are locked in with their equipment and have to rely on them when something breaks to get a replacement part and forced to do an upgrade if needed. So, now when something breaks we look at switching out to a more universal piece of equipment if possible where we can have anyone repair it, not just Trane. This year, we budgeted \$185,000 for building maintenance and repairs; this number comes from looking at trends and previous year's budgets and the number gets adjusted every year accordingly.

Motion by P. Travis, seconded by D. Stone, to receive the March 2024 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Give Local Bay is May 7th which is an opportunity for donating to local non-profits. As an incentive to give, a separate pool of funds are awarded on a percentage basis to each agency.

National Library Week was April 7-13 which we celebrate every year; patron's filled out slips telling us their favorite memories of the library which we use for promotion throughout the year.

The Eclipse on April 8th was a success at the library with free glasses and a viewing party on the lawn.

On May 14th we will be hosting New York Times bestselling author Melanie Benjamin hosted by The Friends of the Library. The Friends bring high quality authors to Bay City twice a year that are free to the public and we thank the Friends for that.

Motion by S. Blondin, seconded by D. Stone to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Tell Us What You Think.

COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

UNFINISHED BUSINESS:

M. Herr appointed S. Blondin as Vice Chair.

NEW BUSINESS

Library Card Registration Policy –

D. Stone asked if library cards are issued at the library in person. T. Burns responded that yes, with proper identification they are and they are also mailed. D. Stone stated they should only be mailed because by handing them out in person we may or may not be giving access to just Bay County residents. M. Herr added the policy does state patrons have to present a picture ID or bill/mail that proves residency. D. Stone asked what if the address is a transient hotel or rescue mission. T. Burns explained that is one of the reasons we brought this policy back was to address the different types of cards we issue and the access each card is given. T. Burns then explained the different types of cards on the policy.

D. Stone reiterated his opinion on the issue of allowing transient individuals into the library discussed at last month's meeting. T. Burns expressed that if the individual isn't causing a behavioral issue, then we allow them to be in the library. We allow everyone to come in equally as a public building and a public library. D. Stone expressed they shouldn't be allowed in if they do not have any business here. T. Burns explained by doing so we would be discriminating against the homeless population and breaking the law and we won't do that. D. Stone expressed there should be more done to discriminate against the homeless, they have no business here. D. Stone said he went over the bylaws and they are governed by Robert's Rules of Order and he wants a copy; M. Herr stated she would bring him a copy.

NEW BUSINESS

Bay Area Community Foundation Designated Funds –

We are asking to keep \$10,000 in spendable from the Bay County Designated Fund and asking to keep \$5,000 in spendable from the Walter Vaughn Memorial Fund; those spendable dollars will be spent this year on items for the exterior at Sage and possibly Pinconning.

Motion by P. Travis, seconded by C. Parke to approve moving the Bay Area Community Foundation Designated Funds as presented. Motion carried.

CLOSED SESSION – No closed session.

ANNOUNCEMENTS

No announcements.

ADJOURNMENT

Motion by D. Stone seconded by S. Blondin, to adjourn the meeting at 6:23 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary