

MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
January 26, 2011

Mark Kaplenski, Chairperson, called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on January 26, 2011, in the Kantzler Community Room of the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City, MI 48708.

Roll call: Don Carlyon, Mark Kaplenski, Kristen McDonald and Frank Quinn

Excused: Robert La Chance

Others: Kevin Ayala, Tom Birch, and Eileen Schulz

The Pledge of Allegiance was recited.

BOARD CHAIRPERSON REPORT

No report.

MINUTES

Motion by F. Quinn, seconded by K. McDonald, to approve the minutes of the December 15, 2010 Regular Board meeting and the December 15, 2010 Annual Board meeting. Motion carried.

BILLS PAYABLE

Robert La Chance reviewed the bills earlier in the month.

Motion by D. Carlyon, seconded by F. Quinn, to approve the bills as presented. Motion carried.

FINANCIAL REPORT

Kevin Ayala explained that this is the time frame for receiving year end invoices from 2010 and most likely will continue through to mid February. Monthly Penal fines have all been received for 2010, a total of \$321,690. Although they are \$11,387 less than 2009, they have come in as budgeted for 2010.

Motion by K. McDonald, seconded by F. Quinn, to receive the December 2010 Financial Report and the December Penal Fine report. Motion carried.

ADMINISTRATION REPORT

Tom Birch shared that the 2011 Booked for Lunch program will begin on February 18 at noon in the Wirt's library Kantzler Community Room. This program, which has always been scheduled for 6 consecutive Fridays, will expand to a 7 week program. The first program will feature Bob Cierzniewski, who will review *First Family: Abigail and John Adams*, by Joseph J. Ellis. An opportunity came up for the library to partner with the Bijou orchestra and the State Theater. On February 26 and 27th, the Bijou Orchestra will be performing, "Einstein's Dreams – A World Premiere." Both singer-songwriter, Randall Williams, who created a song cycle based on the book, and author Alan Lightman will be at this

event. Mr. Lightman has agreed to review his book, *Einstein's Dream*, at the February 25 Booked for Lunch program. This is an addition and change from the 2011 Booked for Lunch schedule, which has already been printed and in the library's newsletter. Ron Bloomfield, originally scheduled for February 25, has graciously agreed to give his presentation on April 1.

Work is being done on developing an Intranet for staff. An Intranet will act as a communication tool for staff allowing immediate access to employee policies, forms, job postings, work schedules, etc. This will also free up space on staff email.

Administration is looking into thoroughly evaluating the merits of adding self checkout machines to the branches. There have been a substantial number of patrons who have requested this convenience, which would be similar to what people are used to in many stores. In addition to this service, staff will also be evaluating other self-service features such as creating a way for the public to pick up their own holds.

Now that the 2010 statistics are in, it is time to compare patron use statistics with prior years. This helps in identifying library use trends. On pages 45 and 46 of this month's board packet, the year-end patron use statistics for 2008, 2009 and 2010 have been listed.

Motion by D. Carlyon, seconded by F. Quinn, to receive the Administration Report. Motion carried.

OPEN TO THE PUBLIC

No comments.

CORRESPONDENCE

Emails – Connie Boruta

'Please Tell Us What You Think.....' – Jeff Whyte

Letter – Boys and Girls Clubs of Bay County

Motion by K. McDonald, seconded by D. Carlyon, to receive the correspondence. Motion carried.

COMMITTEE REPORTS

Finance Committee – No meeting

Personnel Committee – No meeting – Chairperson, Kristen McDonald, shared that there will be a Personnel Committee meeting scheduled soon to discuss several issues, including the director's evaluation.

UNFINISHED BUSINESS

Pinconning Bank Building – T. Birch shared that the Request for Proposal for the Pinconning Bank building, was posted on the library's website, listed in The Bay City Times, with copies delivered to area business owners as directed in the Disposition of Library Owned Real Property policy. No bids had been received during this time frame, which expired January 7. He asked the board for further direction. Trustees discussed the benefit of requesting an R.F.P. vs. simply advertising the building for sale until it is sold. After a brief discussion, the board was in favor of re-posting the R.F.P., but to extend the bid process from 30 to 60 days. The stipulation of a minimum bid of \$55,000 will remain the same. The building was recently appraised at \$70,000. Trustees asked that the, Disposition of Library Owned Real

Property policy, be brought back to the next board meeting to address the issue of what to do after the bid dead line has passed.

Motion by F. Quinn, seconded by K. K. McDonald, to re-issue the RFP for the Pinconning Bank Building requesting sealed bids, to be received not later than March 31, 2011 with a minimum bid of \$55,000. Motion carried.

OPEN TO THE PUBLIC

No comments

NEW BUSINESS

Medical Emergency Policy – T. Birch shared that the differences between the current and proposed, Medical Emergency Policy, is the inclusion of the Bookmobile and listing the use of automatic external defibrillators (AED). Also the reference to the Building and Grounds Superintendent has been changed to Maintenance Supervisor.

Motion by K. McDonald, seconded by D. Carlyon, to approve the proposed Medical Emergency Policy. Motion carried.

Power Failure Policy – T. Birch explained the changes in this policy clarifies which staff is responsible for making the necessary contacts to the Stanley Alarm company, to notify them of the power failure and to contact either Bay City Power and Light or Consumer’s Energy, to determine how long the power will be out. This policy lists specific directions to follow for whether it is light or dark outside, noting that if it is day time during the power failure and it is determined the power will only be out for 30 minutes or less, the library can stay open. If the power outage occurs when it is dark outside, staff will advise the public and ask them to vacate the building in the interest of safety. This policy also addresses whether staff should be sent home for the day or whether they can finish their work shift at another branch.

Motion by F. Quinn, seconded by K. McDonald, to approve the proposed Power Failure Policy. Motion carried.

Board Committee Appointments – M. Kaplenski appointed Bob La Chance and Don Carlyon to Finance Committee and Kristen McDonald and Frank Quinn to the Personnel Committee.

OPEN TO THE PUBLIC

Frank Quinn read The Tiger by William Blake.

Motion by D. Carlyon, seconded by F. Quinn, to adjourn the meeting at 6:13 p.m. Motion carried.

Robert La Chance
Secretary/Treasurer

Eileen Schulz
Recording Secretary