

MINUTES OF THE  
BAY COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
April 27, 2011

Robert La Chance, Secretary/Treasurer, called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:34 p.m., on April 27, 2011, in the Kantzler Community Room of the Alice and Jack Wirt Public Library at 500 Center Avenue, Bay City MI 48708.

Roll call: Don Carlyon, Robert La Chance, and Kristen McDonald

Excused: Mark Kaplenski and Frank Quinn

Others: Kevin Ayala, Tom Birch and Eileen Schulz

The Pledge of Allegiance was recited.

**BOARD CHAIRPERSON REPORT**

Speaking on behalf of the Chairperson, Robert La Chance, Secretary/Treasurer, welcomed library staff who were present at the meeting. He commented on the increased numbers in circulation and credited it to the many great programs and library services provided by the library and its staff. He congratulated staff on a job well done.

**MINUTES**

**Motion by K. McDonald, seconded by D. Carlyon, to approve the minutes of the March 23, 2011, Regular Board meeting. Motion carried.**

BILLS PAYABLE – R. La Chance has reviewed the bills and believes them to be in order.

**Motion by D. Carlyon, seconded by K. McDonald, to approve the bills as presented. Motion carried.**

**FINANCIAL REPORT**

March 2011 Financial Report and Penal Fines – Kevin Ayala shared that both the Revenue and Expenses are coming in as budgeted. Penal Fines are \$6,500 over budget. K. McDonald asked if there was any projection yet on what State Aid will be for 2012. K. Ayala responded there is not, as the Library of Michigan continues to discuss funding for the following year, he does not anticipate hearing anything yet for several months.

**Motion by K. McDonald, seconded by D. Carlyon, to receive the March 2011 Financial Report and Penal Fine Report. Motion carried.**

R. La Chance explained that because there are only three trustees present at this meeting, according to the bylaws of the Board of Trustees, if motions are not passed unanimously, these agenda items will be carried over to next month's meeting. The bylaws require that a quorum of the full board decides the outcome of a motion.

ADMINISTRATION REPORT – Tom Birch reported that National Library Week, April 11 -16, was a huge success. The food for fines program offered to patrons, brought in over 20 boxes of non-perishable food. This food will be donated to the United Way of Bay County.

Library staff is in the process of switching over to new library email addresses. The new addresses will include the extension, baycountylibrary.org. These addresses will allow for all employees access to the Intranet, which will soon be available to staff. Switching over to the new email program through SAMSA, host to the library's website, will save the library \$1,500 per year on staff email accounts. Trustee, Kristen McDonald, suggested that all board trustees have a library email account as well, as it will help keep library business separate from their personal email accounts.

Rehmann Robson, financial auditors, have scheduled the first week in May to audit the library's books.

The County Equalization Department will soon have the estimated property taxes for 2012. Once the library receives these numbers, the Finance Committee will meet to begin discussing the budget for 2012.

The Summer Reading Program will begin June 6-August 6. Once again this year, McDonald's, Auntie Anne's and Subway, have agreed to provide free coupons for prizes. The themes this year are: Children – One World Many Stories; Teen – You Are Here and Adult – Novel Destinations.

**Motion by D. Carlyon, seconded by K. McDonald, to receive the Administration report. Motion carried.**

#### OPEN TO THE PUBLIC

No input.

#### CORRESPONDENCE

'Please Tell Us What You Think....' – Jane DeCatur

Letter: - Del Furtaw

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

#### COMMITTEE REPORTS

Finance Committee – Robert La Chance - Chairperson – As mentioned in the Administration Report, once the 2012 estimated tax dollars are known, a meeting will be scheduled.

Personnel Committee – Kristen McDonald, Chairperson – K. McDonald shared that the Personnel Committee will be scheduled in a few months as the time is approaching for the Director's review, according to the policy.

#### UNFINISHED BUSINESS

No unfinished business.

#### NEW BUSINESS

Meeting Room Policy – T. Birch explained that the name of the policy has been changed from 'Use of Public Meeting Rooms' to 'Meeting Room Policy'. Trustees discussed the use of these

rooms. Organizations who want to have a regular meeting can. This now also includes for profit businesses, where as the current policy excluded these businesses. However, any for profit business cannot conduct business or sell any goods or services, etc. He reminded too, that anyone can attend meetings being held in any of the library's meeting rooms.

**Motion by D. Carlyon, seconded by K. McDonald, to approve the Meeting Room Policy. Motion carried.**

Meeting Room Application Form – T. Birch noted the change in the name of this form. Also the removal of the available equipment as it is already listed in the policy.

**Motion by K. McDonald, seconded by D. Carlyon, to approve the Meeting Room Application Form. Motion carried.**

Employee Compensation for Emergency Closings Policy – T. Birch shared that although this policy was approved at last month's board meeting, the policy did not address overtime for employees during an emergency closing. K. McDonald questioned whether this should be part of the labor agreements instead of in a policy. T. Birch replied that this affects part-time employees as well who are not covered under labor contracts.

**Motion by D. Carlyon, seconded by K. McDonald, to approve the Employee Compensation for Emergency Closings Policy. Motion carried.**

Collections and Records Disaster Plan- T. Birch introduced the Collections and Records Disaster Plan as a new policy for the Bay County Library System. This is a requirement to obtain Quality Service Audit Checklist better known as QSAC certification through the Library of Michigan. This policy was produced by the Safety Committee with input from vendors. It addresses proper procedures to follow, if the need arises to respond quickly and methodically to a disaster affecting the collections and/or records of the Bay County Library System.

**Motion by K. McDonald, seconded by D. Carlyon, to approve the Collection Records Disaster Plan. Motion carried.**

OPEN TO THE PUBLIC  
No input.

CLOSED SESSION to discuss Memorandums of Understanding pertaining to labor contracts as provided for under P.A. 267 of 1976)

**Motion by K. McDonald, seconded by D. Carlyon, to adjourn for Closed Session to discuss Memorandums of Understanding pertaining to labor contracts as provided for under P.A. 267 of 1976) at 6:04 p.m.**

**Roll call: R. La Chance – yes; K. McDonald – yes; D. Carlyon - yes. Motion carried.**

Trustees returned to open session at 6:08 p.m.

**Motion D. Carlyon, seconded by K. McDonald, to approve the Memorandum of Understanding and letter of Understanding as discussed in Closed Session.**

**Roll call: R. La Chance – yes; K. McDonald – yes; and D. Carlyon - yes. Motion carried.**

ANNOUNCEMENT

No announcements.

**Motion by K. McDonald, seconded by D. Carlyon, to adjourn the meeting at 6:14 p.m.  
Motion carried.**

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Robert La Chance  
Secretary/Treasurer

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Eileen Schulz  
Recording Secretary