

MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
September 28, 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 September 28, 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, Mark Kaplenski, Robert La Chance, and Frank Quinn

Excused: Kristen McDonald

Others: Kevin Ayala, Tom Birch and Eileen Schulz

The Pledge of Allegiance was recited.

BOARD CHAIRPERSON REPORT – no report

MINUTES

Motion by R. La Chance, seconded by F. Quinn, to approve the minutes of the August 24, 2011 Regular Board meeting and the August 24, 2011 Closed Session minutes. Motion carried.

BILLS PAYABLE – Robert La Chance reviewed the bills and found them in good order.

Motion by F. Quinn, seconded by R. La Chance, to approve the bills as presented. Motion carried.

FINANCIAL REPORT

August 2011 Financial Report and Penal Fine – Kevin Ayala reported revenues for 2011 are in line. Penal Fines are trending slightly lower than budgeted. Expenses show some line items as being slightly higher than budgeted but at this time, there are no areas of concern. K. Ayala will continue to closely monitor finances. R. La Chance questioned whether there is a set dollar amount that would warrant adjusting the Penal Fines' budget. K. Ayala responded that because staff continues to be mindful of keeping expenses in check in all areas, there is no reason at this time to adjust penal fines, unless they would take a drastic drop from the budget. If they continue to track as they are now until the end of the year, he sees no reason to adjust the budget. However, trustees may decide to reduce this budget for 2012.

Motion by F. Quinn, seconded by D. Carlyon, to receive the August 2011 Financial Report, and Penal Fine Report. Motion carried.

ADMINISTRATION REPORT – Tom Birch shared that the results of the Friends Booksale brought in \$23,616, despite the challenge this year of finding a new location to hold the sale. He thanked the many volunteers who helped with the sale, Bay City Schools for making the location available, president John VanLooy and members of the Friends group, for their hard work in presenting another, successful sale.

The Bay County Library System won the first Bay Area Community Foundation “Grand Challenge”, a \$1,000 grant to help pay for the holiday season reindeer visits to the libraries. The winners were determined by fans voting on the Foundation’s FaceBook page for their favorite proposal.

The Bay County Library System’s fall, Booked for Lunch program, will begin on Thursday, October 6, 2011. This first program will be held at the State Theatre, with the remaining 5 consecutive Friday programs, at the Wirt Library’s, Kantzler Community room. On October 6, author, William Kent Krueger, will talk about his recent book, *Northwest Angle*. The next program on October 14, will feature library trustee, Frank Quinn, reviewing the book, *Primal Instinct*, written by Dr. Martin D. Jaffe.

T. Birch shared that he anticipates the bid package for the Auburn Branch roof renovation project will be advertised in this coming Sunday’s Bay City Times. It will also be available on the library’s website, www.baycountylibrary.org.

Mark Kaplenski noted the author of the Michigan Chillers series was at the Wirt Library recently and heard that the program was well received. He thanked staff for their good work in putting together the board packet and also the Managing Librarians for their well written reports.

Motion by R. La Chance, seconded by F. Quinn, to receive the Administration report. Motion carried.

OPEN TO THE PUBLIC

Harold Beauchamp, Bay 3TV, talked briefly about how many of the library programs are videoed by Bay3TV and shared that programs recorded during the week, are aired the following Friday. He also reminded library staff who schedule outside performers, to be certain to obtain the performer’s permission for taping and broadcasting the program, as there may be copywrite restrictions.

CORRESPONDENCE

Email – Lacinda Dacko, Linda Hutchinson and Nirmala Kantebet

Letters: - Two letters from Do-Care

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

COMMITTEE REPORTS

Finance Committee – Robert La Chance - Chairperson – R. La Chance plans to schedule a Finance Committee meeting sometime in November or early December, once the library has received more concrete numbers for insurance costs and property tax estimates from the County.

Personnel Committee – Kristen McDonald, Chairperson – In Kristen McDonald’s absence, F. Quinn shared that he believes there will be a Personnel Committee scheduled, some time in October.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Borrowing Privileges Policy – T. Birch explained that although the Borrowing Privileges Policy had been approved by the board this past May, there were a few issues in which staff requested more detailed information on material checkouts to patrons who do not have their library card with them. He explained that as more people are using smart phones that have the capabilities of storing barcoded access cards, it makes it unnecessary for them to carry their library cards. Also there are those who simply have forgotten their card but can identify themselves with other pieces of identification. He stressed the importance of working with the public in these types of situations.

Motion by D. Carlyon, seconded by F. Quinn, to approve the Borrowing Privileges Policy. Motion carried.

Sick Leave Policy – T. Birch shared that the current Sick Leave Policy did not clearly define sick leave for each employee, to be exact, full time, part time, substitute and pages. He shared that in the event there is a conflict between the policy and the three union contracts, the union contracts will take precedence. This policy also directs employees to contact the Human Resource Department if they will be off from work more than three consecutive days. Trustees discussed the use of the word ‘may’ vs. ‘will’, in several sections addressing a falsification of medical certificates. After a brief discussion, trustees agreed to make this change where applicable: Section (h) and section (i) and under the Full-time employees section; and paragraphs (b) and (c) under Part-Time, Substitutes & Page employees.

Motion by R. La Chance, seconded by D. Carlyon, to approve amending the Sick Leave Policy. Motion carried.

Motion by R. La Chance, seconded by D. Carlyon, to approve the Sick Leave Policy as amended. Motion carried.

OPEN TO THE PUBLIC

Harold Beauchamp reminded the public of an upcoming program being presented by the Tri-City Ghost Hunters Society, on October 24, 2011 at 5:30 – 7:30 p.m. This program will be held in the Kantzler Community Room at the Alice and Jack Wirt Public Library. This group will also have displays in each of the display cases on the 2nd floor of the Alice and Jack Wirt Public Library.

CLOSED SESSION to discuss strategy connected with the negotiation of a collective bargaining agreement (as provided for under P.A. 267 of 1976)

Motion by F. Quinn, seconded by R. La Chance, to adjourn for Closed Session to discuss strategy connected with the negotiation of a collective bargaining agreement (as provided for under P.A. 267 of 1976) at 6:18 p.m. Motion carried.

Trustees returned to open session at 6:56 p.m.

ANNOUNCEMENT
No Announcements.

F. Quinn recited the poem, Pilgrim, by Steve Earle.

Motion by F. Quinn, seconded by D. Carlyon, to adjourn the meeting at 6:58 p.m. Motion carried.

Robert La Chance
Secretary/Treasurer

Eileen Schulz
Recording Secretary