

MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
November 16, 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 November 16, 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 Kristen McDonald and Frank Quinn

Others: Kevin Ayala, Tom Birch, Chris Schanbeck and Eileen Schulz

The Pledge of Allegiance was recited.

BOARD CHAIRPERSON REPORT – no report.

MINUTES

Motion by K. McDonald, seconded by R. La Chance, to approve the minutes of the October 26, 2011 Regular Board meeting. Motion carried.

BILLS PAYABLE – Robert La Chance reviewed the bills and recommended them for payment. Frank Quinn asked about check number 44882 - \$300, for William Kent Krueger. He believes, that given the financial situation the library is in, he does not think it is wise to pay for presenters, especially as this presenter sold his book at this event. Tom Birch explained that William Kent Krueger, a notable author, presented at a Booked for Lunch program held at the State Theatre this past October. Although the library does not routinely pay for presenters, T. Birch shared that the library had the opportunity to invite Mr. Krueger to give a presentation on his latest book. Mr. Krueger had presented at the Ann Arbor District Library the previous day, which they paid for the majority of his fee. Although this is not a routine practice of the Bay County Library System, it was an opportunity to have someone from out of state, with national exposure, to present at the Booked for Lunch Program. Kevin Ayala shared that this cost comes from the library's promotional budget.

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

FINANCIAL REPORT

October 2011 Financial Report and Penal Fine – K. Ayala shared that the operating budget revenue is coming in as expected, with two months left of this year, he does not believe there

will be any reason to transfer funds from the fund balance. He said that staff has been diligent in their spending throughout the year, and have been able to reduce some of the budgeted expenditures.

Penal Fines for the month of October, came in below budget, as they have been for the past few months. In addition to the lower amount, October is the month in which \$6,500 is transferred to the County's law library, which further decreased the penal fines. K. Ayala is anticipating if the last two months trend the same as previous months, he believes the library will receive \$288,000 for the year.

Motion by R. La Chance, seconded by F. Quinn, to receive the October 2011 Financial Report, and Penal Fine Report. Motion carried.

ADMINISTRATION REPORT – At the request of the board, Tom Birch has contacted Bob Redmond, Project Manager for Bay County, to explore options for refinancing the construction bonds. The bonds will become callable on May 1, 2012. The specific information that has been asked for is: amounts, interest rates, procedure for calling and reissuing bonds, attorney fees, financial advising fees and building authority charges. The bonds are held by the Michigan Finance Authority and they would have to accept the request to refinance them. B. Redmond has suggested that a letter be sent to the Bay County Building Authority, requesting that they proceed with this request of the MFA to refinance the bonds. B. Redmond shared also that the MFA requires a 40 day notice. It is recommended by staff to draft a letter to the Building Authority to begin this process, and once the costs, interest rates, etc. are known, the board can decide at that time, whether to proceed or not. Staff will plan to bring a draft of the letter and additional information to next month's board meeting.

A Request for Proposal has been issued to replace 80 desktop public computers for 2012. The bids are due on November 18, 2011 at 2 p.m. The bids will be opened at that time and a recommendation will be brought to the December board meeting.

The "ala cARTe" community group, made up of several Bay County arts and culture organizations including the Bay County Library System, have been exploring opportunities to collaborate in a joint programming and marketing effort. This group has developed a quarterly postcard that will be made available to the public via mail and email, and will include a calendar of events for the member organizations. The first mailing is scheduled for some time in December and will list events for January – March 2012.

The Bay County Library System is once again hosting the Bay City Lions club, "Peace Poster contest. Entries are on display at the Wirt Library, second floor, for two weeks.

The Sage Branch Library has received a Recognition Award from the Bay City in Bloom committee "for fostering civic pride by making improvements to property, preserving or conserving older structures (or features on an older structure), planting an outstanding floral display or for impressive landscaping" during 2011. T. Birch congratulated Managing Librarian, Sarah Wohlschlag and her staff and also Scott McLellan and his maintenance staff.

The Gift of Reading program has received over \$3,000 in monetary donations along with over 100 books so far this year. The program runs through to December 10, 2011.

Motion by F. Quinn, seconded by K. McDonald, to receive the Administration report. Motion carried.

OPEN TO THE PUBLIC

No input

CORRESPONDENCE

Email – Lisa DeChance and Christina Sanders

Motion by R. La Chance, seconded by D. Carlyon, to receive the correspondence. Motion carried.

COMMITTEE REPORTS

Finance Committee – Robert La Chance - Chairperson – Robert La Chance, stated there will be Finance Committee meeting scheduled for the first week of December to allow the committee to do a final review of the 2012 budget. The budget will be presented for approval at the December regular board meeting.

Personnel Committee – Kristen McDonald, Chairperson – Kristen McDonald shared that the Personnel Committee met a few times to discuss the Director's contract. The committee will have a new one to present at the December board meeting for approval. She explained the contract will cover the next three years.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Auburn Renovation Project – Library staff recommends that the library board approve the expenditure of up to \$310,000 for the purpose of renovating the Auburn Area Branch Library. This is based on a recommendation from engineering consultants from MacMillan Associates, who have assisted library staff in evaluating the building and have steered them through the bidding process and helped to put the bid package together. There were five firms who bid as general contractors for the work. Library staff and MacMillan Associates are recommending Wobig Construction as low bidder, as the firm to award the bid too.

This work will be accomplished in two phases, the first being the mechanical work, to be done in mid December to mid January. The library will have to be closed for this work to be done, however it will be done at a time when the library is the least busy. The second phase of this project will be done in early spring when the work can be done on the roof. It is believed that this second phase may be able to be accomplished without closing the branch. Chris Schanbeck, MacMillan Associates, assured the board that the subcontractors will be from the area.

Motion by K. McDonald, seconded by F. Quinn, to approve the updated figures presented at the meeting of the Auburn Renovation Project. Motion carried.

Violence in the Workplace Policy – In a continuing effort to bring all policies to the board for review and approval, T. Birch reviewed the policy, Violence in the Workplace. He explained that there were only minor changes made to the verbiage in order to make it more consistent with other policies.

Motion by D. Carlyon, seconded by R. La Chance, to approve the Violence in Workplace Policy. Motion carried.

Annual Board Meeting – The board of trustees agreed to schedule the Annual Board Meeting, immediately following the regular, December board meeting on December 14, 2011.

OPEN TO THE PUBLIC

No input.

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 6:12 p.m. Motion carried.

Roll Call: D. Carlyon – yes; K. McDonald – yes; R. La Chance – yes; F. Quinn – yes; M. Kaplenski – yes.

Returned from Closed Session at: 7:10 p.m.

ANNOUNCEMENT

No announcements.

F. Quinn read from Romeo and Juliet, by William Shakespeare.

Motion by F. Quinn, seconded by K. McDonald, to adjourn the meeting at 7:13 p.m. Motion carried.

Robert La Chance
Secretary/Treasurer

Eileen Schulz
Recording Secretary