

MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
August 24, 2011

Mark Kaplenski, Chairperson, called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:35 p.m., on August 24, 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 – Mark Kaplenski took this time to thank the Friends of the Bay County Libraries for all of their hard work that they do throughout the year. Especially during the annual book sale, which is going on this week. He shared that not only do the Friends group host a very successful book sale each year, but with the revenue from sales, they also help finance many of the programs presented all year long. He shared that those who serve on this committee, are mostly retired individuals, who chose to volunteer for this organization, led by President John VanLooy. The Friends group gives great support to the community and the Bay County Library System.

MINUTES

Frank Quinn noted that Kristen McDonald was included in the roll call of the July 27 minutes but did not arrive until later in the meeting. He asked that this minor correction be made to the minutes.

Motion by R. La Chance, seconded by F. Quinn, to approve the minutes of the July 27, 2011 Regular Board meeting and July 27, 2011 Closed Session minutes. Motion carried.

BILLS PAYABLE – Robert La Chance reviewed the bills and found them in good order. Kevin Ayala, in response to R. La Chance's question, shared that janitorial supplies are currently being purchased from Midland Chemical, due to better pricing.

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

FINANCIAL REPORT

July 2011 Financial Report and Penal Fine – K. Ayala noted that Penal Fines are down again this month, from the projected budget. He believes it is due to the fact that people simply are not paying them. He shared that he has looked into other counties and found that others are experiencing the same reduction. He does not believe that they should be adjusted for the remainder of this year, providing they do not drop any lower. Trustees may want to adjust the penal fine budget for next year. Other revenues are coming in at or above what was expected. The expenses are coming in as budgeted.

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

ADMINISTRATION REPORT – T. Birch shared that the Summer Reading Program was a great success with a total of 8,676 participants. In addition to this number another 8,258 reading logs went out to second and third signups for a total of 16,934 reading logs. This compares to 12,931 reading logs handed out last year. He thanked the Friends of the Bay County Libraries for their generous support. He thanked too, the hard work by staff who work on this program several months prior to the actual operation of it. And for the people this program is for, he thanked the public for their enthusiastic support.

The 2011 annual Friends of the Bay County Libraries book sale is scheduled to be held at the Old Wenona School, located two blocks south of Sage Branch Library. The sale begins on Wednesday, August 24 and runs through Friday, August 26. Hours are Wednesday 8 am – 9 pm; Thursday and Friday 10-8 pm. Details of the book sale can be found in all of the branches including the book mobile and on the library's website. The revenue from this sale helps purchase new material for the library. It also helps fund many programs which otherwise may not be offered. Donations come from the library of items, which are no longer popular and do not circulate much. Also from the generosity of the public who donate, thousands of books each year.

Some savings has been realized as of now the payroll for employees has now been completely turned over to direct deposit and electronic check stub statements emailed to staff. This action will help cut down on the cost of paper, staff time and supplies. Accepting of direct deposit is required of all staff.

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

OPEN TO THE PUBLIC

No input.

CORRESPONDENCE

Email – Jeff Gillman

‘Please Tell Us What You Think....’: - Karen Gaudreau

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

COMMITTEE REPORTS

Finance Committee – Robert La Chance - Chairperson – R. La Chance reported there has been no meeting, however one will be scheduled most likely at the end of October or first of November, when it is known what insurance costs will be for next year.

Personnel Committee – Kristen McDonald, Chairperson – F. Quinn noted there has been no meeting schedule but he anticipates there will be one in a few months.

UNFINISHED BUSINESS

There was no unfinished business to come before the board.

NEW BUSINESS

Renewals, Holds and Inter-Library Loan Policy – T. Birch shared that this policy has been rewritten to incorporate updated terms. Patrons can now place as many as 50 items on hold, a change from 35. The policy also addresses borrowing items through the Michigan Electronic Library, better known as MEL, and that patrons will be held to the borrowing libraries fines and fees. T. Birch shared that the increase in hold items was due to patrons’ requests. He explained that it has not created an issue with that many items being on hold as they rarely become available at the same time. Also with very popular titles, several copies will be ordered based on the number of holds that are placed on it.

Motion by F. Quinn, seconded by R. La Chance, to approve the Renewals, Holds and Inter-Library Loan Policy. Motion carried.

Lost and Damaged Materials Policy – T. Birch explained that this policy will replace the current, Lost Item Policy. This policy addresses parts missing from returned items; the library cannot accept patron replacement and a non refundable \$5 processing fee has been added to this policy. This charge is in addition to other fines patrons can incur. T. Birch explained that the \$5 processing fee helps cover the cost of staff and the processing of replacing the item. He shared that many other libraries have similar charges that are much higher.

Motion by D. Carlyon, seconded by F. Quinn, to approve the Lost and Damaged Materials Policy. Motion carried.

Checkout Limits and Fee Structure Policy – T. Birch explained this policy addresses a number of aspects, including checkout limits at 75 items, which includes a combination of up to 25 Audio/Visual items; non-fiction DVDs are now a no charge item; DVD checkout limit for fiction has been changed from 3 weeks to 1 week; fishing poles have been removed from the checkout list of items, as they are no longer available; eBooks, eAudio books and Playaways, have been

added. T. Birch explained that the charge has been removed from the non-fiction DVDS as these are informational items and should be viewed the same as checking out a book with the same information, which books have no checkout fees attached to them. T. Birch shared with the board that the Checkout Limits and Fee Structure Policy, if approved this evening, will not be put into use immediately as staff has asked for time to acclimate themselves and the public, to the new policy. Also signage will be distributed to all branches publicizing the changes.

Motion by D. Carlyon, seconded by R. La Chance, to approve Checkout Limits and Fee Structure Policy. Motion carried.

OPEN TO THE PUBLIC

No input from the public

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 6:15 p.m. Motion carried.

Trustees returned to open session at 7:34 p.m.

ANNOUNCEMENT

R. La Chance announced an upcoming event that will be held on Washington Avenue, in front of the State Theatre on September 8, 2011 at 6 p.m. called, Taste & Theatrics. This event will showcase samplings of food from area bakeries and restaurants, along with celebrated performers from the community. The State Theatre will also be debuting their new lighting system.

Motion by R. La Chance, seconded by F. Quinn, to adjourn the meeting at 7:35 p.m. Motion carried.

Robert La Chance
Secretary/Treasurer

Eileen Schulz
Recording Secretary