

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
August 25, 2021**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:32 p.m. on August 25, 2021. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City Michigan 48708.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Don Carlyon, Anne Harris (arrived at 5:37), Mary Herr. Paul Travis (joined via telephone due to medical issue)

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

ADDITIONAL AGENDA ITEMS- No additional agenda items.

MINUTES

Motion by S. Blondin, seconded by D. Carlyon, to approve the minutes of the July 28, 2021, regular board meeting. Motion carried.

BILLS PAYABLE

P. Travis stated bills payable looked standard and had no questions.

Motion by D. Carlyon, seconded by P. Travis, to approve the bills payable as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported July Penal Fines came in at \$13,834.43, but this is the month where we give \$6,500 to the Law Library for Bay County (otherwise would have come in at \$20,334.43) so still trending pretty good. Overall, just slightly under what we budgeted for the year so in good shape.

FINANCIAL REPORT

K. Ayala reported we received our second State Aid payment; we are now paid in full. Conservatively budgeted \$45,000.00 for State Aid based on last year. State Aid made up the majority of the revenue along with Penal Fines bringing in \$71,995.29 for July. The bulk of our revenue is in for the year; received 5.3 million so far. No areas of concern for revenue. Trending under for expenses; spending less than what we budgeted. Through the rest of the year we will continue to look at things we can take care of since we are trending under budget. S. Blondin asked why we were trending under so much and K. Ayala replied that with Covid, we aren't spending as much for programs etc. so haven't spent our normal budgeted amount.

Motion by S. Blondin, seconded by D. Carlyon, to receive the Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT – Trish Burns

Have been working with our library consortium to change our due dates to one consistent 3-week checkout; will be easier for staff and patrons to remember. If we find we need to purchase anything because of the longer checkout timeframe the budget is good to do so. This will start September 2; will take the consortium some time to make all the changes.

We currently have a virus protection software called AVG. That subscription is coming to an end and we have the opportunity to contract with another library in the Detroit area to get a new software called CrowdStrike. It will be very similar in cost but is a better product. If other libraries in the network join that haven't so far in the next year, our cost will come down even more.

September 30th we are having a Friends author, Jamie Ford, come to the State Theatre in Bay City. Hoping we will still be able to have it in person; will wait and see.

In-service day for staff usually happens every other year but due to not having it last year when it should have taken place, it will be this September 20th. Will decide soon if that will be an in person day or virtual; both presenters said they would be comfortable doing virtual if need be.

Motion by A. Harris, seconded by S. Blondin, to receive the Administration Report as presented. Motion carried.

OPEN TO THE PUBLIC

None

CORRESPONDENCE

- A. Letter from Bay City Department of Public Safety
- B. Thank you letter from patron

COMMITTEE REPORTS

- A. Finance Committee – No report.
- B. Personnel Committee- No report.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Appointment of Paul Travis to the Mideastern Michigan Library Cooperative.

Motion by S. Blondin, seconded by A. Harris, to approve the appointment of P. Travis to the Mideastern Michigan Library Cooperative. Motion carried

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

D. Carlyon shared thoughtful quotes.

ADJOURNMENT

Motion by A. Harris, seconded by P. Travis, to adjourn the meeting at 5:49 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary