

MINUTES OF THE



BOARD OF TRUSTEES REGULAR BOARD MEETING

January 22, 2025

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:31 p.m. on January 22, 2025. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City Michigan 48708.

Roll Call: Sue Blondin, Mary Herr, Charlie Parke, Doug Stone and Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: Miranda Lentz – Children’s Library Assistant – Auburn Branch
Miranda’s main job is to assist Ashley Osborn with the programming, and day to day department tasks. She does baby storytime and has created some of her own programs. Miranda has been with BCLS for a little over a year now and has loved every second of it. Wanting to target some of the younger kids and get them involved at the library, she started a gamer club for the middle school age group that has become very popular.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: No Public Input

REGULAR MINUTES – December 18, 2024 (**Approve**)

Motion by C. Parke, seconded by M. Herr to approve the minutes of the December 18, 2024 regular board meeting. Motion Carried.

ANNUAL MINUTES – December 18, 2024 (**Approve**)

Motion by S. Blondin, seconded by M. Herr to approve the minutes of the December 18, 2024 annual board meeting. Motion Carried.

BILLS PAYABLE

K. Ayala stated that bills payable for the month of December were routine with no concerns to point out as we wrap up any loose ends of the year. Everything went as normal and was an uneventful month; no major repairs on anything.

M. Herr asked about the charge from Public Libraries of Saginaw. K. Ayala explained it was for lost or damaged items that we were charged for from their library. We get billed for lost or damaged material then we charge the patron who borrowed the materials.

Motion by C. Parke, seconded by M. Herr, to receive the bills payable for the month of December 2024. Motion carried.

PENAL FINE REPORT

K. Ayala reported December penal fines came in at \$15,307.08; back to normal. This brings the yearly total to \$389,916.60 in penal fines.

FINANCIAL REPORT

K. Ayala reported revenue for December was \$61,376.40, the majority from VEBA Trust Reimbursement and Penal Fines.

On the expense side, it was another normal routine month; nothing happening unexpectedly. No areas of concern. Normally, invoices related to the previous year are continued to be paid through the middle of February.

Motion by M. Herr seconded by C. Parke, to receive the December 2024 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Pinconning Branch was selected as the Pinconning and Linwood Chamber of Commerce Arts and Heritage award winner for 2024 and was honored at a breakfast during the month of January.

Our marketing manager has done a fantastic job with our social media presence and the stats from 2024 reflect that. The BCLS Facebook page reached 198% more people compared to 2023 and increased the number of followers by 1,857.

Our circulation stats increased by almost twenty-two thousand with E-books and E-audio books comprising 24% of circulation.

With the upgrade to Bilbiocommons catalog, BCLS launched a new mobile app that became available in December. Key features include the ability to search for books, movies, and more, place holds, view and renew checkouts and manage holds all from the app. It app also offers new tools like scanning ISBN barcodes to check if an item is in the library's collection.

Motion by S. Blondin, seconded by C. Parke to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

No correspondence.

COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

UNFINISHED BUSINESS –

A: Earned Sick Time Policy (**Approve**)

This is a new policy in response to the new Earned Sick Time Act (ESTA) set to go into effect in Michigan on February 21. The policy was put together to be in compliance how the act sits today; there could be additional changes to the Act before it goes into effect and if that were to happen, we would adjust our policy to be in compliance.

Motion by D. Stone, seconded by C. Parke to approve the Earned Sick Time Policy as presented with the ability of the Director and administration to make any changes if needed to be in compliance before the deadline. Motion Carried.

NEW BUSINESS

No new business.

ANNOUNCEMENTS

ADJOURNMENT

Motion by C. Parke seconded by D. Stone, to adjourn the meeting at 6:07 p.m. Motion carried.

Mary Herr
Secretary/Treasurer

Jolene Faber,
Recording Secretary