

MINUTES OF THE



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
January 24, 2024**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on January 24, 2024. 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 (via phone), Don Carlyon (via phone), Mary Herr, Douglas Stone and Paul Travis

Board Members Absent:

Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING: Kevin Ayala – Assistant Director – Was born and raised in Bay City. After high school he joined the Navy doing four years in the air side of the military as an Acoustic Operator. He then got his degree in Accounting and got a job in Vassar as a Cost Accountant. After going back to get his Master’s Degree, he worked in the Bay County finance department then ventured over to the library for a job opening and has been at BCLS since 2000.

ADDITIONAL AGENDA ITEMS: No Additional Agenda Items

MINUTES – December 20, 2023 (**Approve**)

**Motion by P. Travis, seconded by D. Stone, to approve the minutes of the December 20, 2023 regular board meeting. Motion carried.**

ANNUAL MINUTES – December 20, 2023 (**Approve**)

**Motion by P. Travis, seconded by M. Herr, to approve the minutes of the December 20, 2023 annual board meeting. Motion carried.**

**BILLS PAYABLE**

K. Ayala explained the charge from Cincinnati Insurance Company covers all of our insurance for the year. He also pointed out the charge to Newsbank which was to pay off our back issues of the digital Bay City Times; we now have access to every decade of the digital Bay City Times and have been working to acquire the whole database for the last five years. The charge for Midwest Tape is for our Hoopla account which we pre-pay; as patrons access those e-books and audio-books the account gets drawn down then more funds are added at the end of the year.

D. Stone asked about the charge from Dell Marketing and K. Ayala explained it was purchases for new computers with the old computers being sent to a recycling company. We aim to replace 25 to 30 every year.

The charge to Library Design covered replacement furniture as we begin to replace worn out furniture throughout the branches.

M. Herr asked what charge THRYV was for and K. Ayala explained it was an online advertising expense for the Yellow Pages.

**Motion by P. Travis, seconded by D. Stone, to receive the bills payable for the month of December 2023. Motion carried.**

#### PENAL FINE REPORT

K. Ayala reported December penal fines came in at \$18,930.55 bringing our year-to-date total to \$217,398.05 ending the year \$61,398.05 over budget. As previously noted, the 2024 budget was increased to \$15,000 per month for Penal Fines.

#### FINANCIAL REPORT

K. Ayala reported revenue for December was \$45,366.32; bringing our year-to-date total to \$6,417,456.74. The bulk of the revenue in December came from Penal Fines and Interest on Investments.

On the expense side, we took advantage of the revenue coming in higher than anticipated and covered expenses previously discussed including Newsbank and Library Design.

**Motion by P. Travis, seconded by D. Stone, to receive the December 2023 Penal Fine and Financial Reports as presented. Motion carried.**

#### ADMINISTRATION REPORT

A wonderful birthday celebration was held at Sage on January 17<sup>th</sup> where nearly 300 people attended enjoying cake, refreshments and tours of the historic building. It was wonderful to hear all the nice things patrons had to say about our library and share their own memories about the library.

During 2023, we saw amazing Social Media increases thanks to our Marketing Manager Kristin Madaj. Our Facebook page increased by 3,314 followers and reached 412% more people compared to 2022.

We have new receipt printers that are replacing date due cards in the back of the books. These receipts allow patrons to see what books they have checked out, a notice at the bottom showing them how much they saved in borrowing a book instead of buying and the printers save staff the repetitive motion of opening each book and inserting a card into each one.

Our year end circulation statistics increased by 27,372 items for a total of 692,457 which is both physical and digital items; the digital items comprised about 20%.

**Motion by P. Travis, seconded by D. Stone to receive the Administration Report as presented. Motion carried.**

#### CORRESPONDENCE

Tell Us What You Think and Thank you.

#### COMMITTEE REPORTS

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

D. Carlyon announced that at the end of this board meeting, he will be resigning from the library board. He commented he is very proud of our library and that it is one of the most solid organizations he knows. Don commended Trish and Kevin and the entire staff on an organization to be proud of. He explained his challenges on occasion are making it increasingly difficult to attend meetings and the board deserves a member that can be present.

The board expressed their great thanks to Don on all his years on the board and that he will truly be missed.

#### NEW BUSINESS

Funeral Leave Policy- Being brought to the board for cleanup language, no major changes. Main changes included combining groups listed in the policy; example – sister, brother, to sibling, mother, father, to parent, etc.

D. Stone asked if the policy is flexible beyond what is written and expressed common decency should be the heart of the policy. T. Burns agreed and explained she has the ability to make additional decisions should a situation arise that the policy doesn't cover.

**Motion by P. Travis seconded by D. Stone, to approve the Funeral Leave Policy. Motion carried.**

CLOSED SESSION – No closed session.

#### ANNOUNCEMENTS

No announcements.

#### ADJOURNMENT

**Motion by D. Stone seconded by P. Travis, to adjourn the meeting at 6:11 p.m. Motion carried.**

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Paul Travis  
Secretary/Treasurer

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Jolene Faber  
Recording Secretary