

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
January 25, 2023**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on January 25, 2023. 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 (via telephone), Anne Harris and Paul Travis
Board Members Absent: Mary Herr
Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING – Mark Grotelueschen – Head of Reference Services – Wirt Branch. Graduated from Wayne State with Masters in Library Science. Began as a reference librarian then became head of reference when the position became available through retirement. Duties include collection development, audio/visual collections, local history and manages a lot of the digital products (database searches, Overdrive, Hoopla).

ADDITIONAL AGENDA ITEMS – No Additional Agenda Items

MINUTES

Motion by S. Blondin, seconded by A. Harris, to approve the minutes of the December 21, 2022, regular board meeting. Motion carried.

Motion by S. Blondin, seconded by A. Harris, to approve the minutes of the December 21, 2022, annual board meeting. Motion carried.

BILLS PAYABLE

S. Blondin had a question about a late fee. K. Ayala explained it isn't common but sometimes happens with the pay schedule around the holidays. Only other question was on a charge for World Book School & Library for an Encyclopedia set. Mark Grotelusachen explained (during his staff greeting) that we do still have one copy of the Encyclopedia and the Children's department and Reference department switch off purchasing a set when one is needed and even with today's technology, it is still used.

Motion by A. Harris, seconded by S. Blondin, to approve the bills payable as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported December penal fines came in at \$15,467.55 that completes our year with total penal fines coming in at \$176,442.98 finishing over budget; another good year for penal fines. For 2023, the penal fine budget will increase to \$13,000/month.

FINANCIAL REPORT

K. Ayala reported revenues for December were \$54,105.76 bringing the year-to-date total to \$6,091,352.66; the most operating revenue the library has received. The year-to-date expenses came to \$5,605,590.89 with just a few year-end adjustments to do. 2022 turned out to be a good year financially.

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

ADMINISTRATION REPORT –

The City of Bay City held their holiday light recycling campaign and BCLS collected 525 pounds, the most of any organization involved.

Wirt was named the winner of the Mayor’s Holiday Lighting Contest for the 2nd Ward receiving \$50 gift certificate toward our electric bill.

A response letter and book review went out for the book challenge we received last month; it was decided to keep the book on the shelf. There has been no further contact from the complainant.

Statistics on the Story Walk came in and the interactive map was clicked 801 times over 4 weeks so the program has been well received.

The Winter Reading Program has begun. Life size Yeti cutouts greet patrons at each branch and prizes this year consist of BCLS branded YETI drinkware.

We are currently doing a PR campaign targeting residents around the Sage branch that haven’t used their library cards in the last 18 months. They will receive three postcards and three emails. We will then look at statistics after the campaign to see how many used their cards after receiving the postcards and emails. If the campaign results in good numbers, we will consider using it in other targeted areas of the county.

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

CORRESPONDENCE

Tell Us What You Think (3)

Thank You

COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

UNFINISHED BUSINESS- No unfinished business

NEW BUSINESS-

A. Medical Emergency Policy- There was no incident to made us look at this policy, the Safety Committee is just reviewing policies and updating when necessary. The updates include that each Public Service Desk will be stocked with Narcan nasal spray, Safety Data Sheets must be kept up-to-date and updated who needs to be contact in the event of an accident.

B. Accidents on the Job Policy- No major changes just a few small additions including where the employee can go if the injury is not an emergency.

Motion by A. Harris, seconded by S. Blondin, to approve the changes to the Medical Emergency Policy and Accidents on the Job Policy as presented. Motion carried.

CLOSED SESSION

ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

ADJOURNMENT

Motion by S. Blondin, seconded by A. Harris, to adjourn the meeting at 6:01 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Jolene Faber
Recording Secretary