

## MINUTES OF THE



### BOARD OF TRUSTEES REGULAR BOARD MEETING October 22, 2025

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on October 22, 2025. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City

Roll Call: Sherry Bledsoe, Charlie Parke, Doug Stone and Paul Travis  
Board Members Absent: Mary Herr

Others Present: Kevin Ayala, Jolene Faber and Kirsten Wellnitz

STAFF GREETING: Cassandra Race: Senior Library Assistant- Fiction Department  
Wirt Branch

Cassandra has been at BCLS for 26 years. She started in Children's and now is the Senior Library Assistant in the Adult and Teen Fiction Department. She is on the Evening Sessions committee, a notary and plays a big part in the downloadable media ordering for Libby and Hoopla. Cassandra gave the board a quick overview how our E-books and audiobooks work with Hoopla and Libby.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: Keith Markstrom, President of Bay Veterans Foundation, requested the possibility of collaboration with the library on using the Kiosk (replica Guard shack that sits at the front of the library) for library events or presentations and make it more of a changing exhibit. S. Bledsoe has volunteered to work with library staff on coming up with an action plan for this.

REGULAR MEETING MINUTES – September 24, 2025 (**Approve**)

**Motion by C. Parke, seconded by D. Stone to approve the minutes of the September 24, 2025 regular board meeting. Motion Carried.**

SPECIAL MEETING MINUTES – October 9, 2025 (**Approve**)

**Motion by S. Bledsoe, seconded by C. Parke to approve the minutes of the October 9, 2025 special board meeting. Motion Carried.**

### BILLS PAYABLE

K. Ayala reported that the bills payable for the month of September were routine. He pointed out the charge from Library Market which is our website hosting and calendaring system that is paid once a year. K. Ayala also pointed out the charge to Bestco Hartford and reminded the board that is our retiree health insurance provider. The charge to Valley Library Consortium was also discussed and K. Ayala explained this was for our second quarter fees for our circulation system. S. Bledsoe asked how the fees are decided for each library and K. Ayala explained they are prorated based on a

formula that includes several factors including the size of the library, the size of the collections, etc. The charge to SEHI Computer Products was also discussed which was for the purchase of 20 replacement computers for the public. Computers are purchased every year and are on a 5 year rotating replacement schedule to keep up with technology changes.

**Motion by C. Parke, seconded by S. Bledsoe, to approve the bills payable for the month of September 2025. Motion carried.**

#### PENAL FINE REPORT

K. Ayala reported September penal fines came in at \$19,936.25. Through the nine months of the year so far, penal fines total \$173,184.52; approximately eleven thousand more than budgeted so things are going well.

#### FINANCIAL REPORT

K. Ayala reported revenue for September was \$52,227.68. K. Ayala reminded the board as we come to the end of the year the bulk of our revenue has already been received and we will see just small amounts coming in from penal fines, interest on investments, etc. There is one line item in revenue that we receive once a year and that is the McCabe Foundation. K. Ayala explained that is a trust that was set up for Helen McCabe, a volunteer at the old Bay City branch. We have been receiving revenue from that trust for over 25 years.

On the expense side, K. Ayala commented that bills are coming in as expected with nothing to highlight.

**Motion by S. Bledsoe, seconded by C. Parke, to receive the September 2025 Penal Fine and Financial Reports as presented. Motion carried.**

#### ADMINISTRATION REPORT – Kirsten Wellnitz

The Michigan Library Association designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative and special libraries. The Bay County Commission put together a resolution that K. Wellnitz and K. Ayala accepted on October 14<sup>th</sup>.

One of our Auburn Children's librarians, Ashley Osborn, has been doing great work with community outreach. This outreach lead Ashley to be invited by the superintendent of Bay City Public Schools to attend their district wide professional development day where she gave five presentations about the library and its resources to teachers and staff.

For the third year in a row, the Bay County Poetry Contest is taking place where patrons can submit poems about the Great Lakes & its Waterways. Poems can be submitted until December 1<sup>st</sup> and the prizes for the contest are provided from the Friends of the Library. Winners are announced in the spring and SVSU staff and volunteers judge the entries.

Our very own Trish Burns, retired director, will receive the 2025 Lifetime Achievement Award from the Michigan Library Association on October 29<sup>th</sup> at the Annual MLA Conference held in Lansing.

**Motion by D. Stone, 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 – No Unfinished Business.

#### NEW BUSINESS

Second Boiler Replacement – D. Stone expressed that he would like more information on the Lockinvar boiler that is the proposed replacement. The board would like an outside third party opinion (not from the companies on the pricing breakdown that were quoted) on this specific boiler. K. Ayala explained the Lockinvar boiler that was approved at the special meeting on October 9<sup>th</sup> to replace the first boiler has already been ordered but K. Ayala will reach out and try to find someone to review that boiler; possibly the state inspector.

**Motion by C. Parke, seconded by D. Stone, to approve the purchase of the second replacement boiler with the stipulation that K. Ayala pursue additional information from a third party on the quality of the boiler proposed. If the third party advises the Lockinvar is an acceptable replacement, the second boiler will be purchased.**

#### Roll Call Vote

**In Favor: Sherry Bledsoe, Doug Stone, Charlie Parke, Paul Travis**

**Against: None**

**Motion Passed**

Library Card Registration Policy – The paragraph on Temporary Online Cards will be removed. We are no longer able to offer temporary cards because the system we use no longer has that capability.

**Motion by S. Bledsoe, seconded by C. Parke, to approve the changes to the Library Card Registration Policy as presented. Motion carried.**

Library Benchmarks – D. Stone requested information on our benchmarks as compared to other class 6 libraries in the state. K. Wellnitz informed the board that information can be found on the state aid report that is public and that we will put together a spreadsheet for the board with that information to review.

#### ANNOUNCEMENTS

No Announcements.

#### ADJOURNMENT

**Motion by S. Bledsoe, seconded by D. Stone, to adjourn the meeting at 6:25 p.m. Motion carried.**

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Mary Herr  
Secretary/Treasurer

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Jolene Faber,  
Recording Secretary