

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
November 15, 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 November 15, 2023. The meeting was held in the Second Floor 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, Mary Herr, Douglas Stone and Paul Travis

Board Members Absent:

Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING: Esther Harrington- Public Service Desk Department Head- Auburn Branch. Esther has been part of BCLS for over 23 years. Soon after hiring she moved up to a part-time position at the Sage Branch then became the Fiction Department Head there. In 2007 she stayed permanently at the Auburn branch after being part of the traveling crew that alternated between the Auburn and Pinconning branches and has been there ever since. Believes the library has come back stronger after the pandemic.

ADDITIONAL AGENDA ITEMS: No Additional Agenda Items

MINUTES – October 25, 2023 (**Approve**)

Motion by D. Carlyon, seconded by M. Herr, to approve the minutes of the October 25, 2023 regular board meeting. Motion carried.

BILLS PAYABLE

Were a few things S. Blondin wasn't clear on. She asked why a telescope and binoculars were purchased. T. Burns responded that they were purchased for our Library of Things program that will be starting in January.

S. Blondin also asked what the line item was for Bay County Treasurer listed as indirect cost. K. Ayala responded that the county has a system where their core departments document the costs on a weekly basis they spend on other departments; they then cost allocate out and charge those departments. Since we work with the Treasury department because they handle our investment pool, they keep track weekly how much time they spend working with us (on average an hour a week) and an outside company tells them how much should be allocated resulting in our indirect cost.

S. Blondin had a question about a charge for COBRA which K. Ayala explained was the yearly fee we pay to a company that handles all the paperwork associated with our COBRA account.

Motion by S. Blondin, seconded by M. Herr, to approve the bills payable for the month of October 2023. Motion carried.

PENAL FINE REPORT

K. Ayala reported October penal fines came in at \$17,610.46 bringing our year-to-date total to \$181,268.55 exceeding our budgeted amount with two more months to go.

FINANCIAL REPORT

K. Ayala reported revenue for October was \$19,174.47 (penal fines and interest on investments not included because they were not received by the time the packet went out). The bulk of the revenue came from the Universal Service Fund which is a fee we pay on our cell phones bills that gets put into a kitty at the federal level capturing billions of dollars then libraries and schools get reimbursed from a discount rating when they purchase internet services.

Overall revenue wise we have exceeded what we budgeted so things are going good again this year.

On the expense side, we are coming down to the tail end of the year wrapping up some year-end projects and taking care of repairs since we do have the extra revenue coming in. No areas of concern on the expense side.

Motion by M. Herr, seconded by S. Blondin, to receive the October 2023 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Our Early Childhood workshop will take place in November which is aimed at parents, caregivers and teachers. This year, educators who attend will be able to earn credits for their attendance through MiRegistry for their continuing education requirements.

The reindeer will return to all the branches in December which is one of our most popular and beloved programs bringing 400-600 people at each branch.

A long time staff member, Deb Shorkey, retired in October after 33 years at BCLS. She will be a substitute at the branch and has already been in to sub.

Our first ever Local Author Expo was a success with more than 20 authors attending to share about their book and sell their items. Authors were limited to those in the Great Lakes Bay area because of the overwhelming response in interest we received. 100 patrons came through to meet the authors and purchase their goods. We are looking at doing it again either in the spring or in the fall again next year.

Motion by D. Carlyon, seconded by M. Herr to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Thank you.

COMMITTEE REPORTS

A. Finance Committee –2024 Budget

Not many large changes from last year. Operating Property Taxes revenue will have a 5.8% increase (comes right from the county). Other revenue line items that changes were made include Penal Fines, Interest, Other revenues/donations and Friends of the Library –

all based on the trends we saw in 2023. Typical increases in expenses include salaries; 3.5% wage increase and step increases if staff get those which are contractual (current contract up in 2024). Health increases include a 7% health insurance increase and a 5% increase for retiree health insurance. Office supplies, book supplies and Gas/Oil/Grease supplies increased slightly based on inflation. There was one decrease in expenses for consultants; a part-time employee was hired for maintenance in Pinconning and the cleaning company will no longer be needed. As all the buildings are approaching 20 years old, we are starting to look at replacing furnishings, fixtures and flooring. We have \$250,000 in the budget next year to replace the flooring at the Sage branch; the number is based off quotes from companies that do flooring replacement specifically for libraries where certain procedures need to be done including packing up the books and moving the shelving then replacing the shelving and books accordingly.

D. Stone asked how the totals match up with the revenues. T. Burns explained that it is a balanced budget. Administration recommended that 2023 year end money be used to pay off the Newsbank Bay City Times, purchase additional digital materials, and pay into the pension fund.

D. Stone commented that the balance sheet shows 9 million dollars in CDs. K. Ayala responded that yes, we have 9 million in CDs which is the investment pool at the county. D. Stone asked what the purpose of that was for. K. Ayala responded that the way its broken out is that we have 2.6 million left over construction money from the construction project that is set aside for repairs and when big pieces of equipment like the chiller breakdown. The other money is our Fund balance which is approximately 4 million and the rest is current year money that we still have to spend for the next two months.

D. Stone stated he doesn't understand why the library has a savings account. T. Burns explained over the last several years if we have unexpected revenue left at the end of the year, it has gone into our fund balance knowing that buildings are all approaching 20 years old and we will be needing to replace expensive major projects over the next several years. D. Stone stated he thinks the amount is too much. D. Stone stated he doesn't think it will look good when the next millage comes and we will be asking for more money when the "rainy day fund" is so large. T. Burns stated that we will not be asking for more money at the next millage, it will be a renewal. The fund balance will make it possible for us to both keep the buildings in good repair and able to weather revenue changes without asking for an increase.

S. Blondin stated the Finance Committee is coming to the board recommending to adopt the 2024 budget as presented.

Motion by S. Blondin, seconded by M. Herr to approve the 2024 budget as proposed. 4 votes to approve, 1 opposed. Motion carried.

D. Stone stated he didn't think we spent much time on the budget and he hasn't heard any aspirations in the budget. D. Stone asked what types of things were being planned to add/subtract. S. Blondin responded that T. Burns did discuss proposed additions to the budget and that the process is that the finance committee meets with administration and then makes a recommendation to the full board. K. Ayala then explained that what we do from year to year is take a snapshot of the previous year's budget and keep it the same and function as a normal library year with the addition of projects added to maintain the buildings. There is no need to cut anything because our budget is sound and the revenues are there to support and continue what we've been doing. D. Stone asked about giving money back and should we be satisfied with spending the same amount and getting the same results and if the programing we do like pottery and pizza are normal programs done at a library. T. Burns responded that yes, that is normal programming for libraries.

We continue to offer new things for patrons to keep them coming into the library on a regular basis. Our circulation has increased from last year as well as our e-books and digital services. Our foot traffic has increased over last year as well as the library being busier in general over the past several years. We are not staying static and the community seems to appreciate it by checking out materials and attending our programs, etc. D. Carlyon stated he disagreed with D. Stone and that as the saying goes “if it isn’t broke, don’t fix it” and that our library is exemplary and award winning. D. Carlyon stated we do not waste money and that we use it effectively and we have a backup in case we run into some kind of unanticipated development.

B. Personnel Committee - No meeting.

NEW BUSINESS

Memory Lab Policy – New policy directing how we will run the Memory Lab which is a new program being offered beginning in January. Basically it allows patrons to bring in VHS tapes, photographs etc. and digitize them for personal use not commercial use. It is a do it yourself station so we are telling patrons they need to remain present for the entire conversion process. We will not provide the digital storage but they can purchase USB or recordable DVDs. The policy also includes that we are not responsible for any damages to materials or errors in conversion nor are we liable for any copy right infringements. D. Stone asked if we will be charging for the service and T. Burns responded that no, we do not charge patrons for services; public libraries in general do not charge for services.

Motion by M. Herr seconded by D. Stone, to approve the Memory Lab Policy. Motion carried.

CLOSED SESSION – No closed session.

ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

ADJOURNMENT

Motion by D. Carlyon seconded by D. Stone, to adjourn the meeting at 6:27 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Jolene Faber
Recording Secretary