

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
November 17, 2021**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on November 17, 2021. 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: Don Carlyon, Anne Harris, Mary Herr, and Sue Blondin
Board Members Absent: Paul Travis
Others Present: Kevin Ayala, Trish Burns and Jolene Faber

ADDITIONAL AGENDA ITEMS- No additional agenda items.

MINUTES

Motion by S. Blondin, seconded by A. Harris, to approve the minutes of the October 27, 2021, regular board meeting. Motion carried.

BILLS PAYABLE

M. Herr asked K. Ayala to explain voided items on the Bills Payable sheet. K. Ayala stated that two checks had been coded to the wrong account which were voided and new checks were printed and coded to the proper accounts. The original checks had been voided so there weren't duplicate checks for the same payments.

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

PENAL FINE REPORT

K. Ayala reported October Penal Fines came in at \$13,515.55, trending below budget for the last four months he anticipates the next two months will also be in the 12 to 13-thousand-dollar range. No need to be concerned because revenue wise we are fine.

FINANCIAL REPORT

Expenses look good; normal, basic, quite year. We have converted to our new phone system and continue to do improvements to spend down our revenues that are coming in higher than anticipated. Will finish under what was budgeted for expenses this year which is a good thing.

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

ADMINISTRATION REPORT – Trish Burns

For the second time this year, there was a bedbug found in a book at the Sage branch. As soon as it was found, we hired the sniffing dogs to go through the building. They found a few areas they were interested in on the third floor. No additional bugs were found, the area was treated and items in the questionable area were removed. Since we have seen this twice in the same year, we are going to start doing proactive visits with the dogs twice a year. They will be visiting all of the branches, next month (December) being the first visit then May or June of 2022 depending on their schedule. Many libraries are going toward this proactive approach.

We will have one Reindeer visit to the Pinconning branch on December 1st. The city will have Santa, carriage rides, and a tent the same evening so it will be a great evening.

We are collecting all sorts of items for many different organizations throughout the community.

The staff continues to be generous raising twice as much as anticipated for Good Samaritan Rescue Mission to provide Thanksgiving meals for those in need.

Motion by A. Harris, seconded by D. Carlyon, to receive the Administration Report as presented. Motion carried.

OPEN TO THE PUBLIC

None

CORRESPONDENCE

Thank You letter - DAR

COMMITTEE REPORTS

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

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS - Donation Policy

Primary changes are to address items the Friends will no longer accept for their book sale and to remove any duplicative language. The Friends will no longer accept old textbooks, Reader's Digest Condensed books, magazines, VHS or other cassette media, and encyclopedia sets. The library will also no longer issue a Gift Books and Materials receipt because that is no longer accepted for your taxes.

Motion by S. Blondin, seconded by A. Harris, to approve changes to the Donation Policy. Motion carried

OPEN TO THE PUBLIC

No Public

CLOSED SESSION

ANNOUNCEMENTS

D. Carlyon shared a few thoughtful quotes.

ADJOURNMENT

Motion by A. Harris, seconded by S. Blondin, to adjourn the meeting at 5:53 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary