

MINUTES OF THE



BOARD OF TRUSTEES REGULAR BOARD MEETING November 20, 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 November 20, 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.

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

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: Kayla Brock, Senior Library Assistant Children's – Pinconning
Kayla has been at the Pinconning Branch for just over a year but has been working in libraries for the last five years since she graduated. She creates programs, buys items for our collections and has been doing lots of outreach to the Pinconning community. She enjoys working for the Pinconning Branch because she grew up going to the branch as a child.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: No Public Input

MINUTES – October 23, 2024 (**Approve**)

Motion by C. Parke, seconded by S. Blondin to approve the minutes of the October 23, 2024 regular board meeting. Motion Carried.

BILLS PAYABLE

K. Ayala stated that bills payable for the month of October were routine with no concerns to point out. The security gate got repaired at Wirt by Wobig Construction; was a safety concern so it was taken care of.

Motion by S. Blondin, seconded by C. Parke, to receive the bills payable for the month of October 2024. Motion carried.

PENAL FINE REPORT

K. Ayala reported October penal fines came in at \$37,290.06; starting to trend a little lower but double what we budgeted. An unexpected year for penal fines.

FINANCIAL REPORT

K. Ayala reported revenue for October was \$18,557.97, the majority of it was from the Universal Service Fund (this total does not include the penal fines that were received after the report was ran).

On the expense side, it was another normal routine month; nothing happening unexpectedly. Taking care of anything that needs to be purchased by the end of the year.

Motion by C. Parke, seconded by S. Blondin, to receive the October 2024 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

T. Burns stated there was a lot of activity to report on starting with the opportunity we had to partner with the DDA and their Trick or Treat promotion. These events bring people to the library that may not have been here before.

Everyone is looking forward to the annual Reindeer programming held at each branch. This year we are also working with the ISD and the Delta PBS Kids to provide a storywalk and free books for patrons.

Wirt became a new polling place in 2024 with the primary and main elections taking place. The building was very busy and no issues were reported.

The ISD approached our Children's Coordinator to help lead a workgroup to discuss Early Literacy. A meeting was held with 21 people from different organizations attending to talk about refreshing strategies for reaching local families. A follow-up meeting with action steps will take place in the spring again at Wirt.

Motion by S. Blondin, seconded by D. Stone to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Donation Letter for Comfort Cabinet.

CLOSED SESSION under Section 8E of the Open Meetings Act to consider items relative to collective bargaining agreement (as provided for under P.A. 267 of 1976).

Motion by D. Stone, seconded by C. Parke to adjourn for Closed Session to consider items relative to collective bargaining agreement.

Roll Call vote to adjourn for Closed Session:

Sue Blondin - Yes

Mary Herr - Yes

Charlie Parke - Yes

Doug Stone – Yes

Motion Carried

Motion by D. Stone, seconded by C. Parke to come out of Closed Session and move back to Open Session.

Roll Call vote to move back into Open Session:

Sue Blondin - Yes

Mary Herr - Yes

Charlie Parke - Yes

Doug Stone – Yes

Motion Carried

Motion by C. Parke, seconded by D. Stone to approve the Contract as discussed in Closed Session.

Roll Call vote to accept proposed Union contracts:

Sue Blondin - Yes

Mary Herr - Yes

Charlie Parke - Yes

Doug Stone – Yes

Motion Carried

COMMITTEE REPORTS

A. Finance Committee – Year end 2024 budget and 2025 Budget

Propose to use 2024 year end budget extras for Wirt Branch second floor re-carpeting and public space refresh project next year, add to our digital services, purchase of a new van, HVAC system at Pinconning (that has been on backorder) and two 3% pay in lieu of raise payments in December for staff.

2025 budget there will be an increase in Property Taxes, slight increase in State Aid, increasing penal fine budget per month and small increase in other revenue/donations based on trend. Overall a 5.8% increase in the total revenue for 2025. Based on the union contracts, there will be an 8% wage adjustment for salaries and wages. We will also see an increase in health insurance premiums and continued contributions to the pension (something we are required to do). There will not be any money put in the VEBA account. Supplies budget will increase slightly to account for inflation. There is a slight increase in our VLC fees with the new Bibliocommons catalog. Downloadable and Database expense will increase based on increased usage.

Motion by S. Blondin to approve the 2024 year end budget requests and 2025 budget as presented.

Roll Call vote to approve 2024 year end requests and 2025 proposed budget:

Sue Blondin - Yes

Mary Herr - Yes

Charlie Parke - Yes

Doug Stone – No

Motion Carried

B. Personnel Committee - No Meeting.

UNFINISHED BUSINESS –

A: Bylaws – T. Burns proposed changes to the Bylaws in Section 1 in regards to administering day to day operations of the Library, the selection of library materials, and control over the building and grounds.

Motion by C. Parke, seconded by S. Blondin to approve the Bylaws with the proposed changes. Motion Carried.

NEW BUSINESS

No new business.

ANNOUNCEMENTS

No announcements.

ADJOURNMENT

Motion by D. Stone seconded by C. Parke, to adjourn the meeting at 6:24 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber,
Recording Secretary