

**MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
December 18, 2019**

Sue Blondin called the regular board meeting of the Bay County Library System Board of Trustees, to order at 5:30 p.m. on, December 18, 2019. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City MI 48708.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Don Carlyon, Anne Harris, Mary Herr, and Paul Travis

Others: Kevin Ayala, Trish Burns, and Eileen Schulz

Staff Greeting Dena Moscheck, Children’s Librarian – Alice and Jack Wirt Public Library – Dena Moscheck was recently hired as the head of the Children’s Department at the Alice and Jack Wirt Public Library. She has worked with children her entire library career beginning in Massachusetts. She has also worked for the library system in Lapeer, MI. Her favorite part of her job is story time. D. Moscheck is very involved with Michigan Library Association and Library of Michigan where she serves on the youth advocacy board. She has two children, kindergarten age and a new born.

ADDITIONAL AGENDA ITEMS – No additional items for discussion.

MINUTES

Motion by A. Harris, seconded by P. Travis, to approve the minutes of the November 20, 2019 regular board meeting. Motion carried.

BILLS PAYABLE – Mary Herr reviewed the bills for the month.

Motion by P. Travis, seconded by A. Harris, to approve the bills payable, as presented. Motion carried.

FINANCIAL REPORT

November 2019 Financial Report, and Penal Fine Report – Kevin Ayala reported Penal Fines for the month of November came in at \$27,374.90, bringing the total for the past eleven months to \$306,554, \$20,554 over budget. Revenue received for the month of November was \$65,000, coming mostly from Penal Fines and miscellaneous fees. Expenses are at or below budget, with no areas of concern.

Motion by D. Carlyon, seconded by P. Travis, to receive the 2019 November Financial report, and the Penal Fine Report. Motion carried.

ADMINISTRATION REPORT – Trish Burns

Auto renew feature - Trish Burns reported available to patrons in January will be an auto renew feature allowing items to be automatically renewed for patrons providing there are no holds on the item. Patrons can disable the feature from their account should they not want to participate.

Evening Sessions – There will be a new adult program series beginning in January called, The Evening Sessions, which will offer patrons a wide variety of art, entertainment, and educational events. This will be a monthly event. The first three programs of 2020 have been scheduled – the author of the Michigan Faygo book (complete with taste testing) in January, the Tri-City Woodcarvers in February, and an expert on Ukrainian eggs from The Castle Museum in March.

Winter Reading Program – The Winter Reading Program will begin on January 6th and run through February 29th. The theme this year is “Smitten With Books”. Along with the program, the libraries are doing a “Smitten With Mittens” drive in each branch, where collection bins are out for patrons to donate new mittens, hats, and gloves. Some patrons have already benefitted from the collections, taking items when needed. Additional items will be given to local shelters.

Gift of Reading – The 32nd Annual Gift of Reading collection finished on December 7th. collecting over \$4,000 along with 172 books donated, which allowed for 3,120 books to be delivered to organizations. In 2018 there was \$3,640 and 283 books donated, allowing for 2,435 books to be delivered to organizations.

Class sizes for libraries – T. Burns took this time to explain the rating system of libraries. Libraries are ranked I-VI. The Bay County Library is considered a Class VI library as it meets the requirements of servicing over 50,000 residents, has a Director with a Masters in Library Science, etc.

Motion by M. Herr, seconded by, P. Travis, to receive the Administration Report. Motion carried.

OPEN TO THE PUBLIC – No comments

CORRESPONDENCE

Letter – Saginaw Correctional Facility – Ervin Bell
S. Blondin read the letter from Ervin Bell.

COMMITTEE REPORTS

Finance Committee – Mary Herr – Chairperson

2020 Budget – Mary Herr and Paul Travis met with Administration two weeks ago to review the budget for 2020. It is the recommendation of the Finance Committee to increase the base rate for

full and part-time employees by 3% and to award employees of Bay County Library System a 2.5% in lieu of pay based on 2019 wages. T. Burns noted the final payment for debt service will be paid off in 2020. Along with an increase in wages, Legal Fees and promotions will be increased due to the upcoming millage. The budget for Building Repair will see an increase due to completing the work in Pinconning. EBooks will be increased by 9%. K. Ayala shared health insurance rates increased by 3.6% and dental by 3.75%.

Motion by, P. Travis, seconded by D. Carlyon, to approve the 2020 budget as presented, the 3.0% base rate increase for full and part-time staff, and the 2.5% in lieu of pay for all staff. Motion carried.

Personnel Committee – Don Carlyon – Chairperson
No meeting, nothing to report.

UNFINISHED BUSINESS
No unfinished business to discuss.

NEW BUSINESS
No new business to discuss.

OPEN TO THE PUBLIC
Janice Sass, representative of Local 542, thanked the board on behalf of her union for the wage increase and the ‘pay in lieu’ of for staff.

ANNOUNCEMENTS
No announcements.

Motion by M. Herr, seconded by A. Harris, to adjourn the meeting at 6:09 pm. Motion carried.

Anne Harris
Secretary/Treasurer

Eileen Schulz
Recording Secretary