



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
December 18, 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 December 18, 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, Doug Stone and Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: Dena Moscheck – Children’s Coordinator

Dena has been at BCLS for the past five and a half years and loves what she gets to do here and share it with kids and families throughout the system. One of the best parts of the year is when we host the Reindeer Program; this year we added some great new features including giving out free books and a story walk. She has also been part of changing and updating some of our other children’s programs including 1000 books before Kindergarten.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: No Public Input

MINUTES – November 20, 2024 (**Approve**)

**Motion by D. Stone, seconded by P. Travis to approve the minutes of the November 20, 2024 regular board meeting. Motion Carried.**

**BILLS PAYABLE**

K. Ayala stated that bills payable for the month of November were routine with no concerns to point out. The charge for Midwest Tape is for our Hoopla account which we prepay; it gets drawn down as patrons use the e-books, e-magazines, audiobooks etc. K. Ayala also pointed out the charge to Saginaw Bay Underwriters for our Cyber Liability Insurance.

**Motion by P. Travis, seconded by D. Stone, to receive the bills payable for the month of November 2024. Motion carried.**

**PENAL FINE REPORT**

K. Ayala reported November penal fines came in at \$27,875.21; starting to get back to normal. Year-to-date we have received \$374,609.52 which is double what we budgeted. As a reminder, we did increase the penal fine budget for 2025.

## FINANCIAL REPORT

K. Ayala reported revenue for November was \$14,009.57, the majority of it was from general donations (this total does not include the penal fines or interest on investments which were received after the report was ran but brought the total to approximately 70k).

On the expense side, it was another normal routine month; nothing happening unexpectedly. No areas of concern.

**Motion by P. Travis seconded by C. Parke, to receive the November 2024 Penal Fine and Financial Reports as presented. Motion carried.**

## ADMINISTRATION REPORT

Our Gift of Reading program celebrated its 37<sup>th</sup> year of giving. Patrons donate both new books or monetary donations to purchase books and they are dispersed throughout the community through organizations including the Boys and Girls Club, Pinconning Food Pantry and over a dozen more.

Twice a year we have each branch visited by bedbug sniffing dogs and we are happy to report none were found on the winter visit.

Our annual Winter Reading Program starts in January; Get YETI to Read...Return of the YETI.

One of the most beloved events, the Reindeer programs, finished up with 2,944 patrons enjoying their visit throughout the branches. The number is slightly less this year, most likely due to the frigid weather compared to last year.

BCLS received 71 entries for the SVSU/BCLS Poetry Contest; up from last year. Poems are judged by SVSU students and the winning poems are printed to put on campus and display at the library. The Friends of the Bay County Library provide the prize money for the contest.

**Motion by S. Blondin, seconded by C. Parke to receive the Administration Report as presented. Motion carried.**

## CORRESPONDENCE

Thank You letter.

## COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

## UNFINISHED BUSINESS –

A: Travel Policy (**Approve**)

Bringing the policy back after the board asked to clarify part of the Transportation Section of the policy. A sentence was added to address liability for employee vehicles while on library business. All other changes were to update outdated information and make the policy gender neutral.

**Motion by C. Parke, seconded by P. Travis to approve the proposed changes to the Travel Policy. Motion Carried.**

B. High School Student Board Representative

After reviewing the information T. Burns gathered from other libraries and board discussion on the topic, the board agreed to bring back a Teen Advisory Group (disbanded during Covid). Staff will work on reinvigorating an informal group of teens to meet a few times a year and report to the board any suggestions their group has.

NEW BUSINESS

No new business.

ANNOUNCEMENTS

P. Travis commended Kirsten and the library on the music groups that are brought in for the public to enjoy. They are top notch and a cultural plus for our community.

ADJOURNMENT

**Motion by C. Parke seconded by D. Stone, to adjourn the meeting at 6:10 p.m. Motion carried.**

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Paul Travis  
Secretary/Treasurer

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Jolene Faber,  
Recording Secretary