

MINUTES OF THE



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
December 20, 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 December 20, 2023. 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: 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: Tressa Simpson – Library Assistant Wirt Branch - Started at BCLS in 1993 as a Page in the Children’s department. Became full time in 2008 at the Sage Branch then transferred over to Wirt in 2012 where she has been ever since. Her duties include answering phones, checking materials in and out, processing interlibrary loans, overseeing the Pages and assign them tasks just to name a few things. Tressa was born and raised in Bay City with the library always being a part of her life. She says it’s hard to believe she’s been at BCLS for almost thirty years. She has seen many changes over the years in technology, programming, and services.

ADDITIONAL AGENDA ITEMS: No Additional Agenda Items

MINUTES – November 15, 2023 (**Approve**)

**Motion by M. Herr, seconded by D. Stone, to approve the minutes of the November 15, 2023 regular board meeting. Motion carried.**

BILLS PAYABLE

S. Blondin stated she did not find anything she needed to question.

**Motion by S. Blondin, seconded by M. Herr, to receive the bills payable for the month of November 2023. Motion carried.**

PENAL FINE REPORT

K. Ayala reported November penal fines came in at \$17,198.95 bringing our year-to-date total to \$198,467.50; one more month to go and we are looking really great.

## FINANCIAL REPORT

K. Ayala reported revenue for November was \$14,525.68 (penal fines not included because they were not received by the time the packet went out). The bulk of the revenue came from donations; November is the month that the Gift of Reading program kicks off where we receive a number of donations as well as patrons thinking of their year-end taxes and make donations to the library.

On the expense side, we continue to buy the things we need to take care of this year rather than putting it off until next year since our revenue is running higher than anticipated. Again, no areas of concern. Another good year in 2023 being pretty similar to 2022 and hopefully 2024 continues the trend.

**Motion by D. Carlyon, seconded by S. Blondin, to receive the November 2023 Penal Fine and Financial Reports as presented. Motion carried.**

## ADMINISTRATION REPORT

Our Reindeer programs were amazing this year, this being the 12<sup>th</sup> year. We had two branches that had over 1,000 people; Wirt and Pinconning. All four events had decent weather and it was nice to hear all the wonderful things our patrons had to say about our library.

We belong to a consortium of twenty-eight library systems that all use the same circulation software, that circulation software also provides our mobile app. The company that provides both of those had an argument with the third party company that updates the app making the app currently unusable. This problem is not only happening for our consortium but for libraries across the country. There has not been a good excuse given by SirsiDynix and they have not provided a solution to the issue. We are currently not paying for the software and will be reimbursed for when it began not working. The director at the consortium has been working on alternatives.

We have been doing twice yearly bedbug checks and the latest check resulted in zero hits from the dogs, giving us a clean bill for all branches.

Winter Reading Program starts January 2<sup>nd</sup> and runs through February 24<sup>th</sup> with the theme being Get Yeti to Read – the Yeti Strikes Back.

Last year we started an outreach programs with downtown businesses called Story Walks. It was enjoyed so much that they asked us back again this year with an additional 11 businesses participating.

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

## CORRESPONDENCE

Tell Us What You Think and Thank you.

## COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

## NEW BUSINESS

Library of Things Policy – Policy created for our new Library of Things. The policy is based off libraries that currently have a Library of Things. The policy includes details for Borrowing and Use, Responsibility and Liability, and Care and Operation. The Things will be on our circulation system so they can be looked up and will have a three-week checkout. All items will be housed at Wirt but will be sent to the different branches if requested.

**Motion by D. Carlyon seconded by M. Herr, to approve the Library of Things Policy. Motion carried.**

CLOSED SESSION – No closed session.

## ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

## ADJOURNMENT

**Motion by S. Blondin seconded by M. Herr, to adjourn the meeting at 5:59 p.m. Motion carried.**

---

Sue Blondin  
Secretary/Treasurer

---

Jolene Faber  
Recording Secretary