

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
December 21, 2022**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:31 p.m. on December 21, 2022. The meeting was held in the Board 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 (via telephone), Anne Harris (arrived at 5:45), Mary Herr, Paul Travis

Board Members Absent:

Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING – Linda Smith- Teen and Adult Fiction Librarian – Wirt Branch. Started as a Teen Coordinator in the Rotary Program over twenty years ago. Linda’s main job is coordinating the teen collections and assisting in the fiction collection and Overdrive (electronic subscriptions). She also does the teen programming via Zoom and in person. She plays a part in the Summer and Winter reading programs as well as developing new reading programs for patrons.

ADDITIONAL AGENDA ITEMS – No Additional Agenda Items

MINUTES

Motion by S. Blondin, seconded by M. Herr, to approve the minutes of the November 16, 2022, regular board meeting. Motion carried.

BILLS PAYABLE

S. Blondin reported she didn’t have any questions and everything looked fine.

Motion by M. Herr, seconded by S. Blondin, to approve the bills payable as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported November penal fines came in at \$18,647.12 over budget by \$6,647.12 which brings our yearly total to \$160,975.43 exceeding our overall budget for the year as of November.

FINANCIAL REPORT

K. Ayala reported revenues for November were \$37,076.12 with the majority coming from Interest on Investments. We will likely continue to see an increase in this number as interest rates continue to rise. Would like to note looking at our Year to Date revenue that this is the first time ever that the

library has hit 6 million in revenue. On the expense side, we are not seeing any issues or concerns as we wrap up the end of the fiscal year.

Motion by M. Herr, seconded by A. Harris, to receive the Penal Fine and Financial Reports as presented. Motion carried.

Amended VEBA Trust – VEBA, which is our Retiree Health Care Savings Account, was set up with the county to contribute money to fund future retiree health care expenses. We are currently at the point where we have exceeded 100 percent of the funding level which means we can start withdrawing money if we choose. There have been some changes to IRS rules on how money can be withdrawn and this amendment includes those changes to get it up to current IRS rules.

Motion by M. Herr, seconded by S. Blondin, to approve the Amended VEBA Trust as presented. Motion carried.

ADMINISTRATION REPORT –

Trish shared the thanks from the staff for the pay in lieu of and increase in pay for next year that was received; everyone appreciates it.

We received our new Mobile Kitchen that will be used for programming and has already been used to bake cookies in the children’s department and was a big hit.

BCLS has partnered with several downtown shops and organizations as part of a Storywalk where each place gets a page of the book and families or individuals can walk around downtown to read.

Our Jim Gill program was a huge hit with 90 kids and adults in the community room on December 15th.

The reindeer program proved to be a success at all our branches including record crowds at Sage and Wirt. Everyone pitched in to help to make the evenings special for our patrons.

Wirt received a book challenge in December on an adult fiction title, staff will be reviewing the item and contacting the patron.

Motion by A. Harris, seconded by S. Blondin, to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Thank yous.

COMMITTEE REPORTS

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

UNFINISHED BUSINESS

Fire Evacuation Policy- There were a number of paragraphs that were removed per the discussion last month on confusing or unnecessary language; the committee has agreed with the proposed changes. The only additions are there will be added drills and reviews of the policy

yearly and an added sentence regarding a disabled person remaining in the stairwell and staff communicating that information to firefighters.

Motion by M. Herr, seconded by A. Harris, to approve the changes to the Fire Evacuation Policy. Motion carried.

NEW BUSINESS- No New Business

CLOSED SESSION

ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

ADJOURNMENT

Motion by M. Herr, seconded by S. Blondin, to adjourn the meeting at 6:10 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Jolene Faber
Recording Secretary