

MINUTES OF THE



BOARD OF TRUSTEES REGULAR BOARD MEETING

February 26, 2025

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on February 26, 2025. 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, Charlie Parke, Doug Stone and Paul Travis
Board Members Absent: Mary Herr

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: Kristin Freeman – Marketing Manager – Kristin has been at BCLS for just over three years now and is in charge of everything related to social media, our newsletter, email marketing, our website, all the PR (posters, flyers etc.) related to the library, and does a lot of outreach. She took part in planning and executing the parties for the 50th anniversary for the library. She really enjoys what she is doing and is attending library school to get her Master's degree.

Kristin spoke about three articles/posts that were published by Hey Bay City, which is run through the Chamber of Commerce, about the library. Hey Bay City has a huge social media reach and it was great to see the library highlighted.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: No Public Input

REGULAR MINUTES – January 22, 2025 (Approve)

Motion by D. Stone, seconded by C. Parke to approve the minutes of the January 22, 2025 regular board meeting. Motion Carried.

BILLS PAYABLE

K. Ayala stated that bills payable for the month of January were from normal routine spending. In January we started ordering books again (after our cutoff date in December of 2024 to end the year), supplies and a lot of stuff for Summer Reading Program.

S. Blondin asked about the charge to Heather Barta. K. Ayala explained that was for the speaker for programs held at the branches for Adults on decluttering (which was very popular).

S. Blondin also asked about the charge for Orangeboy. K. Ayala explained that is for our Email Marketing program that Kristin Freeman uses for PR and do our online newsletter.

Motion by S. Blondin, seconded by C. Parke, to approve the bills payable for the month of January 2025. Motion carried.

PENAL FINE REPORT

K. Ayala reported January penal fines came in at \$20,258.91, over budget by \$2,258.01. Penal Fines are off to a good start.

FINANCIAL REPORT

K. Ayala reported revenue for January was \$1,545,051.52 with the majority from Property Tax revenue. We will continue to see Property Tax revenue come in over the next few months which is routine.

On the expense side, it was another normal routine month with everything just getting rolling for the new year. Current focus is on SRP so staff is purchasing for that. No areas of concern.

Motion by C. Parke seconded by S. Blondin, to receive the January 2025 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

AI in the library – T. Burns attached an article on AI in the library for board members to read. A committee was put together and they are currently creating a policy. The board decided to table the discussion on the AI topic for now and bring it back for discussion in a few months.

A new program at Sage called the Family Read Aloud Program has been very successful. Families read, or listen to, the same book and gather at the library for discussion together. A partnership with Bay Arenac Great Start Family Coalition who purchased the books and food for the program has allowed this great program to happen.

Kayla Brock, a staff member at our Pinconning Branch, noticed a drop in middle school students using the library so she met with the school librarian and they started a middle school book club called the Plot Twisters (named by the students).

Motion by C. Parke, seconded by D. Stone to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Tell Us What You Think

COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

UNFINISHED BUSINESS

ESTA update – One day before the act was supposed start, they came to agreement on different things they needed to do. We will be able to estimate what our part time employees would be earning in sick time and frontload those hours. By doing it this way, we do not have to let it roll over and we don't have to let it payout and will be easier for hour HR assistant. We have to send notice to staff within 30 days.

NEW BUSINESS

Fixed Asset Capitalization Policy

K. Ayala informed the board that this policy has not been updated in the 24 years he has been at BCLS and thought it was time to up the numbers based on economic inflation trends and the fact

that the county just increased their amounts on non-fixed assets and fixed assets. Our non-fixed assets will increase from \$250 to \$500 and our fixed assets will increase from \$5,000 to \$10,000.

Motion by D. Stone, seconded by C. Parke, to approve the changes to the Fixed Asset Capitalization Policy as proposed. Motion carried.

ANNOUNCEMENTS

ADJOURNMENT

Motion by S. Blondin seconded by D. Stone, to adjourn the meeting at 6:05 p.m. Motion carried.

Mary Herr
Secretary/Treasurer

Jolene Faber,
Recording Secretary