



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
March 22, 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 March 22, 2023. The meeting was held in the Wirt Library Board Room, 500 Center Ave. Bay City, MI 48708.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Don Carlyon (joined via telephone), Anne Harris,
Mary Herr and Paul Travis

Board Members Absent:

Others Present: Trish Burns, Kevin Ayala and Jolene Faber

STAFF GREETING: Janice Sass – Circulation Supervisor, Wirt Branch: Janice has been in the library system since 1983 and has been circulation supervisor for 15 years. Has seen many changes over the years from card catalogs to CD roms and now computers. Likes that it's never boring and there is always something new going on. Job includes the checking in and out of materials, scheduling, performance evaluations, self-registered library cards and now notarization. Was a union steward for 8 years. Janice steps in where ever help is needed and enjoys working with the great group in circulation.

ADDITIONAL AGENDA ITEMS:

Due to the cancelation of the February 22, 2023 board meeting the following was discussed:

MINUTES (January 25, 2023)

Motion by S. Blondin, seconded by A. Harris, to approve the minutes of the January 25, 2023 regular board meeting. Motion carried.

BILLS PAYABLE

S. Blondin said nothing stood out in bills payable and didn't have any notations written down for questioning.

Motion by A. Harris, seconded by M. Herr, to approve the bills payable of the February 22, 2023 regular board meeting as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported January penal fines came in at \$13,770.60, over budget by \$770.60. We are off to a good start with penal fines for the first month.

FINANCIAL REPORT

K. Ayala reported revenue for January was approximately 1.1 million with the bulk coming from Property Tax Revenue. First month of the year, off and running with receiving revenue.

Expenses for the January were normal routine expenses with no concerns.

Motion by M. Herr, seconded by S. Blondin, to receive the January 25, 2023 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Wirt will become a new voting site with the City of Bay City starting in 2024. We are hoping this will bring people in that have not been here before and is a good opportunity for the library.

The library is working with the United Way and their VITA volunteers to provide tax preparation help here at Wirt. It will be interesting to see how much the programs saves for the patrons using the service here at the library.

Kristin, our Marketing Manager, created viral valentines that were posted on Facebook and printed to hand out at the branches and were wildly popular and shared all over the country via Facebook.

The library received a bequest from the estate of Lynda Dresser in the amount of \$37,158.31 and was earmarked specifically for genealogy purposes. Mark Grotelueschen has given a list of ideas how to best use the money in that area and we will be working on that this year.

Motion by S. Blondin, seconded by M. Herr, to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Thank you letters.

COMMITTEE REPORTS

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

NEW BUSINESS

Board Bills Review Policy – K. Ayala took a look at our bill paying procedure and it was decided to change the dates the library pays bills during the month from the 15th and 30th to the 10th, 20th and 30th to help avoid late fees and having to cut offline checks. This prompted K. Ayala to look at the Board Bills Review Policy and the amount of times a board member comes in each month to review bills; currently two times a month. After discussion on the currently policy and proposed policy, it was decided to disband the policy but require all new board members do a three-month orientation of reviewing the bills payable to give them a better understanding on the financials of the library.

Motion by A Harris, seconded by S. Blondin, to eliminate the current Board Bills Review policy and adapt the proposed policy to only require new board member to perform bills payable review for their first three months to better understand the financials of the library. Motion carried.

Power Failure Policy – The safety committee has been reviewing all safety policies and has brought this policy to the board with very small changes. The changes include adding the current alarm provider and their contact information and removing the wordage where local radio and television stations will be notified.

Motion by A. Harris, seconded by M. Herr, to accept the changes to the Power Failure Policy. Motion carried.

ANNOUNCEMENTS

D. Carlyon shared some thoughtful quotes.

MARCH 22, 2023 MEETING:

ADDITIONAL AGENDA ITEMS:

S. Blondin had a question about the usage of the second floor computer lab and wanted to know why it was not being used. T. Burns responded that it wasn't necessary to have it open as the number of patrons using the public computers is not what it used to be and the number of computers we have on the floor is adequate. S. Blondin then asked if there was a plan for the computers since they aren't being used and if they should go to the community. T. Burns explained the computers are still being used for certain programs such as the VITA tax help, and the LENA program but ultimately need to decide what that room will be whether that's an additional meeting room or a maker's space. Was agreed that will be looked at in the future.

MINUTES

***No minutes to approve from February 22, 2023 due to the cancelation of the Board Meeting.**

BILLS PAYABLE

S. Blondin did not make any notes; no questions concerning bills for February.

Motion by A. Harris, seconded by M. Herr, to approve the bills payable as presented. Motion carried.

PENAL FINE REPORT

K. Ayala reported February penal fines came in at \$19,248.42, highest number we have seen since March of 2021 bringing our year to date total approximately 7 thousand over budget giving us a good start to the year.

FINANCIAL REPORT

K. Ayala reported revenues for February were \$2,255,585.71 with approximately 2.2 million of that number coming from more Property Tax Revenue. K. Ayala reiterated to the board that when we

see very large deposits like this it is all done electronically. We are currently a little over halfway in receiving our estimated total revenue for the year.

In terms of expenses, February hasn't had any major expenses to point out.

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

ADMINISTRATION REPORT

A task force comprised of staff members performed a DEI audit on our physical collection a little over a year ago with the assistance of Baker and Taylor. Over the past year, they have taken a good look at our materials to see if we are adequately representing the people who live in our communities in our collections. Recommendations on how many additional books should be purchased in different categories were made to selectors if any category was lacking based on the data collected.

Winter Reading Program numbers ended with a good amount of participants compared to last year. We are not back up to 2019 numbers but are on our way back up to those.

April author will be Anne Marie Oomen, Michigan Notable author, and the library will be collaborating with SVSU on hosting her.

A contest was held this winter where children submitted art to be on new Children's Library Cards. New cards featuring the art work will be produced in time for the Summer Reading Program.

The Seed Library opened on the first day of spring and already there has been hundreds of seeds checked out.

Motion by A. Harris, seconded by M. Herr, to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Card to Pinconning Staff.

COMMITTEE REPORTS

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

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Bay Area Community Foundation – Every year we are required to let the community foundation know what we want to do with our spendable. We always recommend that we keep a portion of the spendable available and return a portion back to the fund balance to help it grow. This year, we propose to keep \$7,500 available in spendable and move \$2,165 to the endowment.

Motion by S. Blondin, seconded by M. Herr, to approve the designation of funds as presented. Motion carried.

ANNOUNCEMENTS

Don shared a thoughtful quote.

ADJOURNMENT

Motion by A. Harris seconded by M. Herr, to adjourn the meeting at 6:29 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Jolene Faber
Recording Secretary