

## MINUTES OF THE



### BOARD OF TRUSTEES REGULAR BOARD MEETING March 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 March 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, Mary Herr, Doug Stone and Paul Travis  
Board Members Absent: Charlie Parke

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: Lisa Pena – Senior Library Assistant Circulation – Sage Branch  
Lisa has been at Sage for about six years but 29 years total with BCLS. Lisa has worked in the Children's department, Circulation, Bookmobile and delivery. Lisa enjoys Circulation because she gets to interact with patrons.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: No Public Input

REGULAR MINUTES – February 26, 2025 (**Approve**)

**Motion by S. Blondin, seconded by M. Herr to approve the minutes of the February 26, 2025 regular board meeting. Motion Carried.**

#### BILLS PAYABLE

S. Blondin asked about the charge for security camera installation. K. Ayala explained at Wirt they are replacing and updating the security cameras from analog to digital which will provide better quality pictures. He also stated that this charge was from one of the lowest bids quoted for the upgrade.

D. Stone asked about the charge from Valley Library Consortium. K. Ayala explained that it is the cost for the Bibliocommons software package yearly renewal.

**Motion by M. Herr, seconded by S. Blondin, to approve the bills payable for the month of February 2025. Motion carried.**

#### PENAL FINE REPORT

K. Ayala reported February penal fines came in at \$18,974.56. For the first two months we are at \$39,233.47; trending slightly higher than what we budgeted.

#### FINANCIAL REPORT

K. Ayala reported revenue for February was \$1,933,305.06 with the majority from Property Tax revenue. Currently trending at where we need to be and expect for the year revenue wise.

On the expense side, it was another normal routine month. Everything is functioning properly with no surprises. Planning and prepping for Summer Reading Program.

**Motion by M. Herr seconded by S. Blondin, to receive the February 2025 Penal Fine and Financial Reports as presented. Motion carried.**

#### ADMINISTRATION REPORT

We are in the eight year of our Seed Library and have been consistently checking out an additional 1,000 packets per year compared to the previous with just over 8,000 packets last year. Thanks to dedicated volunteers there will be over 13,000 packets available for check out this year.

Our Library of Things collection is just over a year old and is comprised of around 50 unique items and has been popular with the community. Some of the more popular items include a Blu-ray player, metal detector, radon detector, and the ghost hunting kits. Some of the least popular items are the laser level, measuring wheel, and infrared thermometer. In the next quarter, we will take a look at the non-circulating items and pull them and replace them with other items.

Janice Sass will retire this month after being with BCLS since 1983. Janice started as a page in Pinconning and has worked many positions over the years with the last 17 being the Circulation Supervisor at Wirt. She will be missed.

As approved in the November 2024 board meeting, this year's budget includes funds (up to \$400,000) to do a refresh on Wirt's second floor and is scheduled to be done in August/September and includes new carpeting, additional study rooms and lower shelving. We have been working with Library Design Associates on this project, the same company we used for the Sage project.

There has not been much additional info on the IMLS executive order. We will keep you informed as to what we may or may not have access to for our patrons depending on the decisions made.

**Motion by M. Herr, seconded by S. Blondin, 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 –No unfinished business.

NEW BUSINESS- No new business.

ANNOUNCEMENTS – Plan on AI discussion at April's meeting with a policy for AI included.

#### ADJOURNMENT

**Motion by M. Herr seconded by D. Stone, to adjourn the meeting at 5:57 p.m. Motion carried.**

---

Mary Herr  
Secretary/Treasurer

---

Jolene Faber,  
Recording Secretary