

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
March 27, 2024**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on March 27, 2024. 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, Mary Herr, Douglas Stone and Paul Travis
Board Members Absent:
Others Present: Kevin Ayala and Jolene Faber

STAFF GREETING: Cassandra Race – Senior Library Assistant: Wirt Adult Fiction and Teen Department. Cassandra will be celebrating her 25th anniversary at the library this September. She started in the Children’s department at the old Bay City branch until Wirt was built then moved to the Fiction and Teen department 14 years ago. Cassandra is also on several committees including Evening Sessions, Ebooks, and Processing. She enjoys her work very much and the people she gets to work with.

ADDITIONAL AGENDA ITEMS:

M. Herr proposed discussing electing a Vice Chair with Don Carlyon resigning. D. Stone asked what the bylaws say in regards to this. D. Stone stated he didn’t have a copy of the bylaws. A copy of the bylaws will be sent to him and the board decided to table this decision until the next meeting.

D. Stone informed the board he received a phone call asking why individuals were using the restrooms at the library to bathe and wash up. K. Ayala responded that is one reason why we have a security guard that does patrols and tries to keep an eye on situations like that but is a hard situation to monitor. We are aware homeless individuals are in the building but we cannot keep them out if they aren’t doing anything wrong. D. Stone expressed the building should be for Bay City residents with permanent addresses. M. Herr responded that coming into the building is not limited to Bay County residents and we cannot exclude individuals because they are homeless. D. Stone asked what the criteria for getting a library card was and if library cards are given out immediately when signing up in the building. K. Ayala explained you have to be a Bay County resident by providing identification and that yes, you get them when you fill out the application. D. Stone expressed they should not be given out and they should be mailed. D. Stone requested the Library Card Policy be reviewed. K. Ayala responded we can bring that policy to the board next month to have discussion and review how library cards are administered.

MINUTES – February 28, 2024 (**Approve**)

Motion by P. Travis, seconded by D. Stone, to approve the minutes of the February 27, 2024 regular board meeting. Motion carried.

BILLS PAYABLE

D. Stone asked why we are asking for the bills payable to be approved after the money has been spent and the checks already mailed. K. Ayala responded that is how it has always been done. D. Stone stated that is a waste of time. K. Ayala explained the board gives administration the authority to cover the indebtedness and pay the bills to keep the library running. This is done indirectly by the board approving the budget. K. Ayala explained the policy can be brought back and looked at that includes the board reviewing the bills. D. Stone expressed coming to the board after and asking for approval on the bills is pointless. K. Ayala explained you cannot run the library by expecting the director to come to the board to get permission to purchase every single item prior to purchasing it; no business in the county works that way. D. Stone responded that is it cumbersome but without it there is no oversight. P. Travis expressed it is trust in the administration that they spend the money accordingly and in the best interest of the library. D. Stone responded he worked in finance for 40 years and never trusted anybody. P. Travis explained the board has the option to question any bills payable there are questions on. D. Stone would like the bylaws looked at to see if there is any need for change in how billing is done.

S. Blondin asked about the charge from Cummins Sales and Service was for. K. Ayala explained it was for Bookmobile repair. S. Blondin also asked what Digital Totes Membership expense was from Sanilac Computer Product. K. Ayala explained it is for our Marketing Manager to have access to software that they put on the Children's computers.

Motion by S. Blondin, seconded by P. Travis, to receive the bills payable for the month of February 2024. Motion carried.

PENAL FINE REPORT

K. Ayala reported February penal fines came in at \$17,346.14 bringing our year-to-date total for the first two months to \$35,803.80.

FINANCIAL REPORT

K. Ayala reported revenue for February was \$4,402,679.80 with the bulk of that coming property taxes. We are off to a good start in receiving our property tax revenue and will continue to receive them for the next several months with our final payout in June.

On the expense side, we are off to a good start with no areas of concern.

Motion by D. Stone, seconded by S. Blondin, to receive the February 2024 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Winter Reading Program wrapped up with 132 new participants compared to last year.

Author Darcy Hannah visited and discussed her new book Murder at the Blarney Bash.

The Seed Library is up and running so patrons can come in and get their seeds to plant.

A new Managing Librarian, Amy Churchill, was hired for the Sage Branch and will be starting on April 8th.

Charles Parke, our newest board member that will be filling the remainder of Don Carlyon's term will start in April.

We will be repairing the concrete in front of Wirt. We have been patching and repairing it ourselves but it is becoming a safety issue so it was decided to hire a contractor to replace the sidewalks.

Motion by D. Stone, seconded by P. Travis 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

Notary Policy – M. Herr made some changes to the previous policy that were discussed last meeting.

Motion by D. Stone, seconded by P. Travis to approve the Notary Policy as presented. Motion carried.

NEW BUSINESS

No new business.

CLOSED SESSION – No closed session.

ANNOUNCEMENTS

No announcements.

ADJOURNMENT

Motion by P. Travis seconded by D. Stone, to adjourn the meeting at 6:14 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary