

MINUTES OF THE



BOARD OF TRUSTEES REGULAR BOARD MEETING

April 23, 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 April 23, 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: Mary Herr, Charlie Parke, Doug Stone and Paul Travis
Board Members Absent: Sue Blondin

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: Mark Grotelueshen – Head of Reference, Wirt Branch

Mark has been with the library for 23 years and started at the old Bay City Branch. He works the public service desk in the Reference Department finding materials for patrons and answers questions. Other duties include working on collection development for non-fiction, ordering music CDs, weeding books to keep the collection up-to-date, manages staff and does staff scheduling just to name a few. Mark is also head of the eBooks and database committees.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: No Public Input

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

Motion by C. Parke, seconded by M. Herr to approve the minutes of the March 26, 2025 regular board meeting. Motion Carried.

BILLS PAYABLE

K. Ayala reported that it was a routine month of bills, nothing concerning to point out.

Motion by M. Herr, seconded by C. Parke, to approve the bills payable for the month of March 2025. Motion carried.

PENAL FINE REPORT

K. Ayala reported March penal fines came in at \$21,736.51. For the first quarter our penal fine total is \$60,969.98 trending slightly above what we budgeted for the year.

FINANCIAL REPORT

K. Ayala reported revenue for March was \$2,645,666.87 with the majority from Property Tax revenue. We have received approximately 5.6 million in Property Taxes for the year with one more payment left to receive in June.

On the expense side, K. Ayala pointed out in the report that some of the % of budget numbers may look high for only being a few months into the year. He explained this was due to those line items being pre-paid and were not a concern; that's just how it works when we pay for them the previous year and he expenses the totals in the new year. Insurance and Bonds, Periodicals and Consortium fees are a few examples.

Motion by M. Herr seconded by C. Parke, to receive the March 2025 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Monica Wood will be the Friends of the Library Spring Author and is scheduled to be at the State Theater on May 7th. This is free to the public thanks to the Friends of the Bay County Library System.

The Bay Area Community Foundation does a 24-hour community wide giving day called Give Local Bay where donations are raised for non-profit organizations throughout the community. This year, that day will be May 6th and those donations help build endowment funds for generations to come. Donations can be done online or in person.

National Library Week was April 6-12th with the theme being "Drawn to the Library". Patrons were asked to share their personal stories of what makes our library system a place to be drawn into.

One year ago our 1000 Books Before Kindergarten program was refreshed. Families have responded well to the updated booklet and we currently have 397 children participating with 27 finishers in the first year of the revamped program. When a child finishes the program they receive a backpack filled with school supplies and a new book provided generously by the Friends of the Library.

Motion by C. Parke, seconded by M. Herr, to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

Tell Us What You Think
Thank You

COMMITTEE REPORTS

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

UNFINISHED BUSINESS

The board discussed the provided article from the packet on Artificial Intelligence (AI). The article gives a background on AI, goes through the ways you can use it, what the pitfalls are, etc.

The library is recognizing that AI and AI tools are something we are going to use and that we must be careful with the way we work with it. There has been an AI task group formed with members from each branch. T. Burns stated are cognizant of the ethical concerns and the societal concerns but we also recognize it is helpful for our work.

NEW BUSINESS

AI Policy – After board discussion on the proposed AI policy, it was decided that the policy go to the task group that was formed for input/changes and hold off making it an official policy at this point.

ANNOUNCEMENTS – No announcements.

ADJOURNMENT

Motion by M. Herr seconded by C. Parke, to adjourn the meeting at 6:16 p.m. Motion carried.

Mary Herr
Secretary/Treasurer

Jolene Faber,
Recording Secretary