

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
May 24, 2023**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:34 p.m. on May 24, 2023. The meeting was held in the Sage Library Program Room, 100 E. Midland St., Bay City, MI 48706.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Anne Harris, Mary Herr and Paul Travis
Board Members Absent:
Others Present: Trish Burns, Kevin Ayala, Don Carlyon (phone)

STAFF GREETING: Lisa Pena – Sage Senior Library Assistant at Circulation. Lisa highlighted her 20-year career pointing out that she has worked in every branch including on the bookmobile.

ADDITIONAL AGENDA ITEMS:

MINUTES – April 26th, 2023

Motion by S. Blondin, seconded by M. Herr, to approve the minutes of the April 26th, 2023 regular board meeting. Motion carried.

BILLS PAYABLE

M. Herr asked a question about the check numbers 61323 and 61356.

Motion by A. Harris, seconded by S. Blondin, to approve the bills payable for the month of April 2023. Motion carried.

PENAL FINE REPORT

K. Ayala reported April penal fines came in at \$12,994.18, Almost right on budget for the month. We are still doing good for the first four months of the year.

FINANCIAL REPORT

K. Ayala reported revenue for April was approximately 117,000 with majority of it is from our first state aid payment. K. Ayala reported we now have received more than 5 million in Property Tax Revenue, we will get a little bit more before our final payout in June.

Expenses for April were normal routine expenses with no concerns.

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

ADMINISTRATION REPORT

Wirt drive up window is finished and open to public.

Give Local Bay was another success. BCLS finished in 16th place out of 59 organizations, raising \$2,500 from 31 donors.

Friends author event held on May 3rd was a huge success nearly 425 people attended the state theatre to listen to and ask questions to Marie Benedict.

Library of things discussion, a committee will be put together to look at expanding other lendable outdoor ideas for the public to use.

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

CORRESPONDENCE

“I love it so much!!!”

COMMITTEE REPORTS

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

NEW BUSINESS

Study Room Use Policy – T. Burns pointed out the highlighted changes. M. Herr raised a concern about holding people accountable if they do damage to a study room, after further discussion it was decided to leave the language as is.

Motion by S. Blondin, seconded by M. Herr, to accept the changes as presented. Motion carried.

Donation Procedure Policy – T. Burns pointed out the highlighted changes. It was discussed to change out the GL Acct. #675.010.00 for the actual account description “other donations”

Motion by M. Herr, seconded by S. Blondin, to accept the changes as presented. Motion carried.

CLOSED SESSION -

The board needed to go into closed session to discuss updating T. Burns employment contract.

Motion by A. Harris, second by M. Herr, roll call vote to go into closed session. Motion carried.

Board came out of closed session

Motion by A. Harris, second by S. Blondin, to approve T. Burns employment contract as discussed in closed session. Motion Carried.

ANNOUNCEMENTS

D. Carlyon shared 2 thoughtful words of wisdom quotes

ADJOURNMENT

Motion by M. Herr seconded by S. Blondin, to adjourn the meeting at 6:28 p.m. Motion carried.

Sue Blondin
Secretary/Treasurer

Kevin Ayala
Recording Secretary