

MINUTES OF THE



BOARD OF TRUSTEES REGULAR BOARD MEETING May 28, 2025

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:32 p.m. on May 28, 2025. The meeting was held in the Community Room at the Sage Branch Library, 100 E. Midland Street, Bay City Michigan 48706.

Roll Call: Sue Blondin, Mary Herr, Charlie Parke, Doug Stone and Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: No staff greeting.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: No Public Input

REGULAR MINUTES – April 23, 2025 (**Approve**)

Motion by M. Herr, seconded by C. Parke to approve the minutes of the April 23, 2025 regular board meeting. Motion Carried.

BILLS PAYABLE

K. Ayala reported that different names will be showing up on the register that we don't usually see and those are for the Summer Reading Program performers. Other than that, it was a routine month.

D. Stone asked K. Ayala for a breakdown of Ebooks; what is being spent on Ebooks and broken down into unlimited and limited uses. T. Burns replied that they will see what information they can get from the Ebook vendors.

D. Stone also asked about usage of federal money and T. Burns explained we don't actively get federal money directly to the library. The Library of Michigan does get some federal money and they provide some of the databases we use, training and the state-wide circulation system we use.

M. Herr asked about the charge for R.L Deppmann and K. Ayala explained they are one of our vendors that works on our heating and cooling systems.

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

PENAL FINE REPORT

K. Ayala reported April penal fines came in at \$21,768.91. Penal fines have been coming in slightly above what we budgeted which is good.

FINANCIAL REPORT

K. Ayala reported revenue for April was \$194,422.54 including another disbursement of property taxes; we will get one more payment in May. We received our first State Aid payment; we will be receiving one more payment of State Aid. We also received VEBA trust reimbursement money which we get quarterly. Revenue is coming in as anticipated.

On the expense side, K. Ayala reported there are no areas of concern at this point.

Motion by C. Parke seconded by D. Stone, to receive the April 2025 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

The April Eye-Opener breakfast that Trish Burns and Marketing Manager Kristin Freeman were asked to present at for the Bay Area Chamber of Commerce was a great opportunity to speak to nearly two hundred business owners and community members. They highlighted how well our library system is used by the community.

Summer Reading Program will start June 9th and run through August 16 with the theme being “Reading Colors Our World”. Last year we had 10,400 participants and are hoping to surpass that number this year.

The Friends of the Library Author Event hosting Monica Wood was a big success on May 7th. Nearly 300 people came to see the author and she was incredibly engaging.

On May 6th, the library participated in Give Local Bay, a program sponsored by the Bay Area Community Foundation. We had a total of 34 donors but our total was down slightly from last year. Many donations are anonymous which makes it difficult to track who is giving regularly.

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

CORRESPONDENCE – No Correspondence.

COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

UNFINISHED BUSINESS

AI Policy – After board discussion on the revised AI policy, it was decided that the policy be approved with the agreement to be reviewed annually in May to stay relevant with the available technology. It was also discussed that this will be an internal policy only, not in the public policy manual.

Motion by C. Parke, seconded by D. Stone, to approve the AI policy with the agreement to be annually reviewed. Motion carried.

NEW BUSINESS

Director Search – The board will start a search for a new Director as Trish Burns will be retiring on July 31st. It was decided amongst the board that the search will be done in-house and a recruiting search firm will not be used.

Motion by C. Parke, seconded by D. Stone, to approve an in-house recruitment for the Director position and an outside recruiting search firm will not be used. Motion carried.

ANNOUNCEMENTS – Board discussed how to honor long-time board member Don Carlyon. T. Burns will find out details on funeral arrangements and the possibility of donating to the scholarship in his name at Delta College.

ADJOURNMENT

Motion by C. Parke seconded by M. Herr, to adjourn the meeting at 6:22 p.m. Motion carried.

Mary Herr
Secretary/Treasurer

Jolene Faber,
Recording Secretary