

MINUTES OF THE



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
July 26, 2023**

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:33 p.m. on July 26, 2023. The meeting was held in the Community Room at the Auburn Area Branch Library, 235 Midland Road, Auburn Michigan 48611.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Don Carlyon (via telephone), Mary Herr, Douglas Stone and Paul Travis

Board Members Absent:

Others Present: Trish Burns, Kevin Ayala and Jolene Faber

**STAFF GREETING:** Jackie Bruessow: Senior Library Assistant/Circulation Supervisor – Auburn Branch. Jackie started in 2015 as a Page then worked part-time for two years until the position she currently has became available in 2017. As Circulation Supervisor, she handles anything that relates to the circulation desk. She is supervisor to the part-time clerks, the pages, does the employee scheduling, patron accounts, and MEL and RIDES accounts. Also handles the banking for the branch, orders office supplies and helps create craft projects for patrons.

**ADDITIONAL AGENDA ITEMS:** No Additional Agenda Items

**MINUTES – June 28, 2023 (Approve)**

**Motion by M. Herr, seconded by S. Blondin, to approve the minutes of the June 28th, 2023 regular board meeting. Motion carried.**

**BILLS PAYABLE**

S. Blondin did not see anything that was out of the ordinary or had questions on.

**Motion by S. Blondin, seconded by M. Herr, to approve the bills payable for the month of June 2023. Motion carried.**

**PENAL FINE REPORT**

K. Ayala reported June penal fines came in at \$21,090.11. On pace to meet our projected budget with no concerns.

**FINANCIAL REPORT**

K. Ayala reported revenue for June was \$314,919.25 with the bulk of that coming from our final June payout of Property Taxes. With Property Tax revenue complete,

we ended over budget by approximately 92k. Another chunk of revenue came from our Interest on Investments which we have met our 2023 budget as of June.

Expenses for June included routine charges. We have had a few unexpected expenses this year so far but are financially in good shape.

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

## ADMINISTRATION REPORT

We will be starting a new service called the Memory Lab in early winter where we will offer devices to digitize and capture memories from video, audio, slides, scrapbooks, letters and similar medium. Some equipment has already arrived and staff is working on policy and training.

Marketing Manager Kristin Madaj has been working on creating a TikTok presence for the library to reach more patrons in a fun way.

The Friends Book Sale is August 3-5<sup>th</sup> with the funds going directly back to the library throughout the year.

**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.

## NEW BUSINESS

Social Media Policy- Needed updating which is why it was brought to the board. Removed unnecessary language and outdated forms of social media. A section was added on youth engagement that the responsibility rests with the youth's parents or guardians. Also added a section that complaints be sent directly to the Director so they can be addressed.

Personal Behavior on Social Media Policy- This policy is for employees of the library and also needed updating including verbiage and removing redundant information.

Spokespersons on Social Media Policy- This policy is for employees but is slightly different because it is aimed toward the staff that engages and responds to social media content for the library. As with the previous two, unnecessary sections were removed and sections were updated

**Motion by S. Blondin, seconded by M. Herr, to accept the policies with proposed changes discussed. Motion carried.**

CLOSED SESSION – No closed session.

ANNOUNCEMENTS

D. Carlyon shared some funny and thoughtful quotes.

ADJOURNMENT

**Motion by M. Herr seconded by S. Blondin, to adjourn the meeting at 6:16 p.m. Motion carried.**

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Sue Blondin  
Secretary/Treasurer

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Jolene Faber  
Recording Secretary