

MINUTES OF THE



BOARD OF TRUSTEES REGULAR BOARD MEETING September 24, 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 September 24, 2025. The meeting was held in the Community Room at the Pinconning Branch Library, 218 Kaiser Street, Pinconning MI 48650.

Roll Call: Sherry Bledsoe, Mary Herr, Charlie Parke, Doug Stone, Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, Jolene Faber and Kirsten Wellnitz

STAFF GREETING: Madeline Brussow: Senior Library Assistant- Children's Department Pinconning Branch

Madeline started at BCLS in 2019 at the Auburn Branch as a Page. In 2023 she moved over to the Wirt Branch and worked at the Reference Desk. As of this April (2025) she became the Senior Library Assistant in the Children's Department at the Pinconning Branch. One of her goals is to increase the number of children at the programs at the Pinconning Branch; attendance has been slowly increasing which she is happy to see. She has been doing outreach with the school and the Boys and Girls Club as well. Everyone at the branch has been great and making her transition to the new position smooth.

ADDITIONAL AGENDA ITEMS: Kirsten added to Bank Accounts – will be discussed in New Business.

PUBLIC COMMENTS: No Public Input

REGULAR AND SPECIAL MEETING MINUTES – August 27, 2025 (**Approve**)

Motion by C. Parke, seconded by M. Herr to approve the minutes of the August 27, 2025 regular board meeting and the special meeting. Motion Carried.

BILLS PAYABLE

K. Ayala reported that the bills payable for the month of August were routine. He pointed out the charge to Library Design and Associates which was for the second floor refresh at Wirt including new carpeting, two new study rooms, furniture and improving the sightline by lowering shelving units. The company that was hired for the job specializes in libraries with special equipment to move the book shelving without having to remove all the books.

K. Ayala also informed the board that one of the two boilers at Wirt has a leak and they are in the process of getting quotes for the replacement of that boiler or both. With the boilers being 20 years

old, they cannot find the parts to simply fix the boiler so it will be replaced. K. Ayala will bring the board the estimates before any decisions are made.

Motion by S. Bledsoe, seconded by C. Parke, to approve the bills payable for the month of August 2025. Motion carried.

PENAL FINE REPORT

K. Ayala reported August penal fines came in at \$14,425.32. This is the month that the County keeps sixty-five hundred dollars for their Law Library that is housed at the County Building. Year-to-date, we are over budget even though August's total came in under what was budgeted. K. Ayala also reminded the board that penal fines are volatile by comparing last August's total (\$58,174.42) to this August's total.

FINANCIAL REPORT

K. Ayala reported revenue for August was \$77,039.48 with the majority coming from Penal Fines, the Friend's book sale and Payment in Lieu of Property Taxes (the taxes collected from the High Rises in the City of Bay City).

On the expense side, K. Ayala commented that we are operating within our budget with no areas of concern. Currently, we have slightly more revenue coming in than anticipated and underspending than budgeted, so there should be enough revenue to cover the boiler replacement from this year's budget.

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

ADMINISTRATION REPORT – Kirsten Wellnitz

The Friends of the Bay County Library will host bestselling author Lisa Unger at the State Theatre on October 7th. This event is completely free and open to the public thanks to the Friends.

We are happy to announce that Amy Churchill will move over to the Wirt branch to take over as Managing Librarian and we welcome Cora Schaeff as the new Managing Librarian at our Sage branch. She will start October 13.

The VLC is changing to a new circulation system called Polaris; staff will start training this month and it will go live in February 2026.

Adults are encouraged to read 12 books from at least 3 different continents as part of the Passport to Reading program that runs from October 1st 2025 to May 31st 2026. After completing a passport that is provided for the program, patrons are entered to win a basket filled with goodies from around the world.

We are excited to bring a library card design contest for all ages for our patrons. Now through October 31st, patrons can submit designs including hand drawn, digital art and photography to be judged for new library cards that will be printed with the winner's art.

Motion by M. Herr, seconded by S. Bledsoe, 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

Rules of Conduct Policy – This policy was originally brought to the June board meeting and after board discussion they requested some alterations to the proposed changes. K. Wellnitz informed the board on the changes that had been made since the policy was brought to the June meeting which included removing the definition on Loitering and adding “possession” to the bullet point on cigarettes, smoking, chewing, vaping or other tobacco.

After board discussion, M. Herr motioned for the policy to use the language “display” instead of “possession” for cigarettes, smoking, chewing, vaping or other tobacco. The motion to change the language to “display” was rejected with a four to one vote.

Motion by C. Parke, seconded by D. Stone, to approve the Rule of Conduct Policy with the proposed changes as presented by K. Wellnitz. Motion carried with four votes in favor, one against.

NEW BUSINESS

Bank Signature Card Changes - K. Ayala and K. Wellnitz brought a form to be signed to remove T. Burns from the bank accounts and add K. Wellnitz as she takes over as Director.

Motion by M. Herr, seconded by C. Parke, to add Kirsten Wellnitz, Director; Kevin Ayala, Assistant Director; Erika Trapp, Financial Analyst to PNC and Independent Bank signature cards/bank account and remove all other individuals listed. Motion carried.

ANNOUNCEMENTS

No Announcements.

ADJOURNMENT

Motion by M. Herr, seconded by C. Parke, to adjourn the meeting at 6:25 p.m. Motion carried.

Mary Herr
Secretary/Treasurer

Jolene Faber,
Recording Secretary