

**MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
January 22, 2020**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees, to order at 5:30 p.m. on, January 22, 2020. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City MI 48708.

Roll Call: Sue Blondin, Don Carlyon, Mary Herr, and Paul Travis

Excused: Anne Harris

Others: Kevin Ayala, Trish Burns, and Eileen Schulz

The Pledge of Allegiance was recited.

ADDITIONAL AGENDA ITEMS – No additional items for discussion.

MINUTES

Motion by P. Travis, seconded by S. Blondin, to approve the minutes of the December 18, 2019 regular board meeting. Motion carried.

Motion by D. Carlyon, seconded by P. Travis, to approve the minutes of the December 18, 2019 annual board meeting. Motion carried.

BILLS PAYABLE – Mary Herr reviewed the bills for December.

Motion by S. Blondin, seconded by P. Travis, to approve the bills payable as presented. Motion carried.

FINANCIAL REPORT

December 2019 Financial Report, and Penal Fine Report – Kevin Ayala reported Penal Fines for the month of December came in at \$22,167, bringing the total for 2019 to \$328,721.89, \$16,721.89, over the budgeted amount. Revenues for the month of December came in at \$49,259.17, ending the year for revenue at \$6,598,488. Once all invoices for expenses have been received and paid, revenue is estimated to be \$80,000 more than expenses for 2019.

Motion by P. Travis, seconded by S. Blondin, to receive the 2019 December Financial report, and the Penal Fine Report. Motion carried.

ADMINISTRATION REPORT – Trish Burns

Reindeer – The Reindeer program continues to be a very popular program at all library branches. This year, over 2,500 people attended. Local businesses and organizations coordinated their Santa Claus visits and Toys for Tots program during this time along with supplying hot chocolate and cookies to those coming to see the reindeer.

Math Tutoring – SVSU students started providing tutoring services for math, similar to the structure of the Writing Center. Tutors will be available on the second and fourth Tuesdays of each month, starting in January, from 4:00 – 7:45 at Wirt. Tutoring is free and no appointment is necessary. If this pilot program proves to be successful after finishing in April, it may be decided to seek funding for a more permanent program.

Seed Library – The Seed Library is entering its third year and the success of the program has been greater than expected. In 2018, 2,094 packets of seeds were checked out and in 2019, 4,048 packets of seeds were checked out. Friends of the Library provide the funding and volunteers provide much of the time to sort the seeds. In addition to the Seed Library, additional programming has also taken root around planting. The program Winter Sowing and lectures from Ben Cohen “Mr. Seed Library” will take place in February and March.

Winter Reading Program – The Winter Reading Program, which began January 6 and finish on February 29, is going very well. Signups for adults are more than twice as high as last year at this time – 699 versus 344. Children are showing a greater interest in the program too – 586 signups so far, which is 156 more than this time last year. BLCS is giving away a free Swiss Miss cocoa packet with each signup.

Millage Year – With 2020 being a millage year for the Bay County Library System, T. Burns invited board trustees to join her and K. Ayala to attend a millage workshop on March 3rd that is being offered by the Library of Michigan in Lansing.

Eric Palmer, Director of MMLC - Eric Palmer, Director of Mideastern Michigan Library Cooperative, introduced himself to the library board of trustees. He became the Director of MMLC on October 1, 2019, replacing Denise Hooks upon her retirement. E. Palmer came from an academic background serving as Director for Baker College and Northwood University. He explained MMLC offers programming and advocacy support to member libraries. One of his goals is to begin an internship for students enrolled in a librarian curriculum.

**Motion by D. Carlyon, seconded by S. Blondin, to receive the Administration Report.
Motion carried.**

OPEN TO THE PUBLIC – No comments

CORRESPONDENCE

‘Please Tell Us What You Think....’ – Julie Pfeiffer

COMMITTEE REPORTS

Finance Committee – No meeting, no report.

Personnel Committee – No meeting, no report.

UNFINISHED BUSINESS

No unfinished business to discuss.

NEW BUSINESS

Bay Area Community Foundation Funds – T. Burns explained the two endowment funds the library has with the Bay Area Community Foundation, the Walter Vaughn Memorial Fund and the Bay County Library Designated Fund. Both have \$14,000 in their spendable account at this time. She is recommending to move \$5,000 from each of the spendable accounts, to the endowment of each fund, to continue building the value of each of them.

Motion by D. Carlyon, seconded by, P. Travis, to approve administration’s recommendation to move \$5,000 of the spendable amount from both the Walter Vaughn Memorial and Bay County Library Designated Fund as discussed in the board meeting. Motion carried.

Meeting Room Policy – T. Burns shared there has been some issues with small groups requesting to reserve the Kantzler Community Room when a smaller study room would work better for the group size. She is recommending adding the verbiage: ‘Library staff may assign groups to the room that best fits the size and needs of the group’, to the policy.

Motion by D. Carlyon, seconded by, P. Travis, to approve the revised Meeting Room Policy. Motion carried.

Appointment of Committees

M. Herr appointed trustee Paul Travis and Sue Blondin to serve on the Finance Committee, with Paul Travis serving as Chairperson. M. Herr appointed trustee Anne Harris and Don Carlyon to serve on the Personnel Committee, with Don Carlyon serving as Chairperson.

OPEN TO THE PUBLIC

No Public

ANNOUNCEMENTS

No announcements.

Motion by S. Blondin, seconded by P. Travis, to adjourn the meeting at 6:24 pm. Motion carried.

Paul Travis
Secretary/Treasurer

Eileen Schulz
Recording Secretary