

**MINUTES OF THE  
BAY COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
April 24, 2019**

Sue Blondin, called the regular board meeting of the Bay County Library System Board of Trustees, to order at 5:30 p.m. on April 24, 2019. The meeting was held in the Kantzler Community Room, Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City MI 48708.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Don Carlyon, Anne Harris arrived at 5:53 p.m., Mary Herr, and Frank Quinn

Others: Trish Burns and Kevin Ayala

Staff Greeting

Tressa Simpson, Library Assistant Alice and Jack Wirt Public Library – Tressa Simpson began her career with the Bay County Library System in 1993 as a Library Page at the Bay City Branch Library. In 2008 she became a full time Library Assistant at the Sage Branch Library. She then transferred to the Wirt Library in 2011. Some of her responsibilities are checking in items, processing magazines, working with MEL items, and compiling reports.

ADDITIONAL AGENDA ITEMS – Mary Herr asked to add the Pinconning property discussion to Unfinished Business.

MINUTES

**Motion by D. Carlyon, seconded by F. Quinn, to approve the minutes of the March 27, 2019 regular board meeting. Motion carried.**

BILLS PAYABLE – Mary Herr reviewed the bills for the month.

**Motion by F. Quinn, seconded by M. Herr, to approve the bills payable, as presented. Motion carried.**

FINANCIAL REPORT

March 2019 Financial Report, and Penal Fine Report – Kevin Ayala reported Penal fines came in at \$27,272 for the month of March, bringing the total to \$84,350.92 for the first quarter of 2019. Penal fines are \$6,300 over budget. Revenues for March are \$2,163,658, as property taxes are beginning to come in. On page 12, Expenses for 2019, are coming in on budget, as of right now there are no unexpected expenses.

**Motion by F. Quinn, seconded by M. Herr, to receive the 2019 March Financial report, and the Penal Fine Report. Motion carried.**

## ADMINISTRATION REPORT – Trish Burns

**Midland update** – The Grace A. Dow Memorial Library in Midland will no longer be a part of the Valley Library Consortium as of August. They are moving to a stand alone software system for circulation. The impact on the Bay County Library System means that Midland’s materials will no longer appear in the shared circulation catalog with the other members. This will not be a major circulation issue as BCLS’s collection, and the others in the consortium, will continue to more than fill the void left by Midland. What may be an issue for BCLS is that Midland will now charge BCLS patrons to get a library card. Since the Auburn Area Branch sits near the Midland county border, many Bay County patrons, approximately 1,000, currently have cards at Midland, as well as at Bay County, and vice versa. Administration may recommend instituting a non-resident fee. This change will happen by end of the summer. More information will be brought to the May meeting.

Anne Harris arrived.

**Mobile printing** – The IT department is working on a cost effective solution to offer mobile printing at the library. Patrons often come in with their mobile device (cell phone, ipad, tablet) and need to print off a form, email or other document and now have to download it to a desktop computer to have it print. Pinconning is the test site for the printing solution- it has been used successfully there for the past month. This will become available at other branches over the spring/summer months.

**National Library week** – As part of National Library Week, each library branch encouraged patrons to fill out short forms sharing why they loved their library. Each form was displayed for the public to read and random forms were drawn for small gift cards. Forms will be retained for publicity purposes in the future.

**Friends author visit** – The Friends author visit on April 11<sup>th</sup> went well. Dr. Howard Markel spoke to an audience of 140 people about his most recent book “The Kelloggs”. Dr. Markel was an engaging speaker and the audience had a number of questions after his presentation.

**Sage gables** – The gables at Sage Library have been peeling for a number of years and need repair and re-painting. Administration is receiving quotes now for the work to be done this summer. The City of Bay City has been contacted by the library and have been assured in writing that since this is simply repair work, there is no need to have the work reviewed or approved by the historical organizations.

**Give Local Day** – The Give Local Day is May 7, 2019, T. Burns encouraged all to contribute to the library if possible.

**Motion by M. Herr, seconded by, F. Quinn, to receive the Administration Report. Motion carried.**

OPEN TO THE PUBLIC – No public

CORRESPONDENCE – No correspondence

COMMITTEE REPORTS

Financial Committee – Frank Quinn, Chairperson, - No meeting

Personnel Committee – Don Carlyon, Chairperson – No meeting

UNFINISHED BUSINESS

Pinconning bank property – Mary Herr asked for an update to the property adjoining the Pinconning Branch Library and if having a mural painted on the now exposed wall of the Pinconning Branch Library is still up for consideration. T. Burns responded she has heard from the D.E.Q. and have been told there are funds allocated to clean up this property. They will be putting together a scope of the cleanup work in the next few months. The exterior wall, now exposed, needs to be repaired before any mural can be considered. It is anticipated completion will not happen until fall.

NEW BUSINESS – No unfinished business.

OPEN TO THE PUBLIC

No comments.

**Motion by F. Quinn, seconded by D. Carlyon, to adjourn the meeting at 6:12 pm. Motion carried.**

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Anne Harris  
Secretary/Treasurer

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Eileen Schulz  
Recording Secretary