

**MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
November 20, 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, November 20, 2019. The meeting was held in the Kantzler Community Room at the 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, Mary Herr, and Paul Travis

Excused: Anne Harris

Others: Kevin Ayala, Trish Burns, and Eileen Schulz

Staff Greeting Ruth Lofaro, Department Head of Acquisitions – Ruth Lofaro has worked for the Bay County Library System for 21 years, the last 12 in the Acquisitions Department, with the past 2 years as Department Head. She is very proud of the service her department provides for the system with one other full time, 2 part-time, and 1 library page. So far this year staff has processed over 20,000 items. R. Lofaro explained in detail how books, DVDs, and CDs are processed before being made ready for library patrons. She noted in the past 12 years the changes the department has seen and since becoming the Department streamlined the processing procedures. Cataloging the special collections the library now offers was at first challenging, but now has made it possible for patrons to checkout cake pans, Raising Readers backpacks, board games, and others. She truly loves coming to work.

ADDITIONAL AGENDA ITEMS – No additional items for discussion.

MINUTES

Motion by D. Carlyon, seconded by M. Herr, to approve the minutes of the October 23, 2019 regular board meeting. Motion carried.

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

Motion by P. Travis, seconded by D. Carlyon, to approve the bills payable, as presented. Motion carried.

FINANCIAL REPORT

October 2019 Financial Report, and Penal Fine Report – Kevin Ayala reported Penal Fines for the month of October came in at \$25,564, and after 10 months, are \$19,179 over budget. In

regards to revenue, all property taxes have now been received with the expected revenue through the end of the year to come from penal fines and donations. Expenses are coming in on budget.

Motion by D. Carlyon, seconded by P. Travis, to receive the 2019 October Financial report, and the Penal Fine Report. Motion carried.

ADMINISTRATION REPORT – Trish Burns

Reindeer @BCLS – The ever popular Reindeer Program will be back at all of the branches on the following dates: Auburn Area Branch Library: December 3, 5-7 pm; Pinconning Branch Library: December 4, 5-7 pm; Alice and Jack Wirt Public Library: December 10, 5-7 pm; and Sage Branch Library: December 12, 5-7 pm.

Prime Time Reading Grant – Last year the Auburn Branch Library received the Prime Time Reading Grant. This is a national program designed to teach parents effective ways of reading with their children to maximize their child’s reading skills. This year the Sage Branch Library received the grant for this program, which will be held in the spring of 2020.

Gift of Reading Started – The Bay County Library System’s 32nd Annual Gift of Reading Program began on November 1. This long-standing program partnerships with the Literacy Council of Bay County, which provides new books to families across Bay County during the holiday season and beyond. Area agencies arrange for books to be delivered directly to families and the Literacy Council will receive a number of books that will be used with students throughout the year. Donations of new books and monetary gifts are being accepted at all branches through December 7. Agencies receiving the books this year are Literacy Council, Salvation Army, United Way Bay City and Pinconning, Boys and Girls Clubs of Bay City and Pinconning, Auburn Care Center, CAN Council, Women’s Shelter, Good Samaritan, Pinconning Food Pantry, and Linwood Civic Improvement.

Word Art Garden – Construction has begun on the Word Art Garden at Sage at the east end of the park. This joint project with Studio 23 has been in the works for a while, working on receiving donations to begin construction of the project. The Word Art Garden will feature a large perimeter of landscape boulders on which flat hand sized word stones can be configured into short poems and sentences. Easy care plantings will complement the granite.

Educational Feature – T. Burns explained Overdrive, Hoopla, and RBDigital, electronic resources offered by the Bay County Library System. She discussed what each of these resources have to offer to the patrons of the Bay County Library System.

Motion by M. Herr, seconded by, P. Travis, to receive the Administration Report. Motion carried.

OPEN TO THE PUBLIC – No comments

CORRESPONDENCE

Please Tell Us What You Think... – Carl Smith

COMMITTEE REPORTS

Financial Committee – Mary Herr - Chairperson

Personnel Committee – Don Carlyon – Chairperson

UNFINISHED BUSINESS

No unfinished business for discussion.

NEW BUSINESS

No New Business for discussion.

OPEN TO THE PUBLIC

No comments

ANNOUNCEMENTS

No announcements.

Motion by D. Carlyon, seconded by P. Travis, to adjourn the meeting at 6:12 pm. Motion carried.

Anne Harris
Secretary/Treasurer

Eileen Schulz
Recording Secretary