

MINUTES OF THE



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
May 22, 2024**

Mary Herr called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on May 22, 2024. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City Michigan 48708.

The Pledge of Allegiance was recited.

Roll Call: Sue Blondin, Mary Herr, Charlie Parke, Douglas Stone and Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, Trish Burns and Jolene Faber

STAFF GREETING: Dani DiAmico- Children’s Librarian Sage Branch. Dani has been with the system since 2016 and thanked the board for the opportunity to stay working during Covid. She has been doing lots of outreach to the Bangor schools and childcare centers. Dani is excited about the program she started a few months ago called Adventure by Mail and it has been very successful thus far. She said this is the dream job she didn’t know she was looking for.

ADDITIONAL AGENDA ITEMS:

D. Stone asked about the bids the library received for the concrete work for the sidewalks in front of Wirt. He asked why we did not go with the lowest bid. K. Ayala explained we go through the process of looking at the quotes and looking at the companies that put the bids in and the lowest bid isn’t always the best choice based on a company’s crew size, capability of handling the project, etc. The company that was chosen to do the work had the best reputation and references. C. Parke expressed it’s a risk to get bids then not go with the lowest bid unless your reason is irrefutable. K. Ayala responded that there is a system of checks and balances that are followed and lowest bid doesn’t always mean the best quality of work and is confident in the choice that was made choosing the company to do the work. D. Stone expressed that it should have been something the board had some input on rather than just showing them the bids. K. Ayala responded that could be something that could be looked at doing in the future.

MINUTES – April 24, 2024 (Approve)

D. Stone expressed he didn’t think the minutes reflected what happened at the last meeting. He stated they were lacking in outcome. T. Burns asked if there were any specifics items that needed to be corrected. He was not satisfied with the section on who can be excluded from getting a library card and who can use the library. There was repeated discussion on it being discrimination to not let certain individuals into the library. D. Stone did not agree that there was a law stating this.

M. Herr asked if there was anything specific D. Stone wanted changed in the minutes. He referred to the section on Bills Payable and reiterated his opinion that it is not enough to just look at the bills after the fact and approve them. M. Herr stated she believed what was written accurately indicates what was said at the last meeting. She asked D. Stone if he meant he doesn’t

think the procedure is right or the minutes reflecting what was said were wrong; he responded that he doesn't think the procedure is right. M. Herr stated that what was being discussed at the moment is the accuracy of the minutes from last meeting, not about the procedure how the bills payables are done. This discussion is to address whether the last meeting is accurately described by the minutes. D. Stone stated we could move on.

Motion by P. Travis, seconded by C. Parke, to approve the minutes of the April 24, 2024 regular board meeting. Motion carried.

BILLS PAYABLE

K. Ayala highlighted a few line items with names of vendors that might be confusing. CTS Companies Corp. is our VOIP phone company. The Schindler Elevator Company charge was for our quarterly billing statement which we have to pay by law to keep them up to date and compliant. The line item for Windstream is another telephone company but is only used for the phone lines in the elevators (a phone line is required in the elevators for emergencies). C. Parke asked if K. Ayala would bring up any line items that were unusual because he does not know what are routine expenses being a new member. K. Ayala explained the last few months he as looked at the bills and they have all been routine expenses but he would definitely point out if there was something that wasn't.

T. Burns expressed to C. Parke that if at any time he wanted to come in and go over the bills payable with them he is more than welcome to and they could go through them.

D. Stone asked what the line item indicating 1st State Aid payment was to Mideastern MI Library Cooperative was for. K. Ayala explained that we get two State Aid payments from the State of Michigan. We are required to take half of our first payment and cut a check to our Cooperative. Then, we get to request that money back from the Cooperative to pay for our circulation system from the Valley Library Consortium.

Motion by C. Parke, seconded by P. Travis, to receive the bills payable for the month of April 2024. Motion carried.

PENAL FINE REPORT

K. Ayala reported April penal fines came in at \$26,473.30. For the first four months of the year, we are at \$98,958.49 and off to a good start.

FINANCIAL REPORT

K. Ayala reported revenue for April was \$118,352.50 with the bulk of that coming from the first State Aid payment. The majority of the rest coming from Penal Fines and Interest on Investments; the bulk of our tax revenue is in.

On the expense side, we are keeping an eye on building repairs but other than that, we are spending as anticipated.

Motion by S. Blondin, seconded by C. Parke, to receive the April 2024 Penal Fine and Financial Reports as presented. Motion carried.

ADMINISTRATION REPORT

Once the sidewalks were ripped up they found out the drainage was not as good as it should have been and we have had issues with standing water so while it is ripped up, additional drainage was added to take care of the issue.

On May 14th, the Friends welcomed Melanie Benjamin as their eighth author in the Lecture Series. The Friends now do two authors per year due to the great response from the public.

This year for Give Local Bay we raised \$3,791 which was an increase from last year as well as more donors this year.

The Summer Reading Program will kick off June 3rd and runs through August 3rd. There will be kickoff parties at each of the branches in June.

Motion by P. Travis, seconded by S. Blondin to receive the Administration Report as presented. Motion carried.

CORRESPONDENCE

None.

COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - No meeting.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS

Drop Box Policy Proposed Deletion –

After taking a look at the Drop Box Policy, which was put together in 2009, it was decided that it was an unnecessary policy that could be deleted.

Motion by D. Stone, seconded by C. Parke to approve the deletion of the Drop Box Policy. Motion carried.

T. Burns discussed the procedure and timeline of the Director Evaluation Forms.

CLOSED SESSION – No closed session.

ANNOUNCEMENTS

Copies of Robert's Rules of Order were passed out for the board members.

M. Herr announced S. Blondin and P. Travis make up the Finance Committee and D. Stone and C. Parke make up the Personnel Committee.

ADJOURNMENT

Motion by S. Blondin seconded by D. Stone, to adjourn the meeting at 6:17 p.m. Motion carried.

Paul Travis
Secretary/Treasurer

Jolene Faber
Recording Secretary