

MINUTES OF THE



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING via Teleconference  
April 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 April 22, 2020. The meeting was held via conference call in Bay City, Michigan.

The Pledge of Allegiance was not recited due to the logistics of the meeting.

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

Others: Kevin Ayala, Trish Burns, and Janelle Coe

ADDITIONAL AGENDA ITEMS – No additional items for discussion.

MINUTES

**Motion by P. Travis, seconded by A. Harris, to approve the minutes of the February 26, 2020 regular board meeting.**

**Vote passed 5-0**

BILLS PAYABLE

**Motion by D. Carlyon, seconded by A. Harris to approve the bills payable as presented.**

**Vote passed 5-0**

FINANCIAL REPORT

February 2020 Financial and Penal Fine Reports – Kevin Ayala reported Penal Fines for February came in at \$24,112 approximately \$6,479.26 under budget. Revenues as of February 2020 came in at \$1,131,462 with the bulk coming from property taxes. Expenses are on track.

Financial Report Received

**ADMINISTRATION REPORT – Trish Burns**

**Winter Reading Program** – We are pleased to report that the Winter Reading Program had an increase of participants again this year. The adult program had an increase of 316 for 1,966 and the children’s program had an increase of 113 for 1,574.

**Library Renewal** – Staff and board members attended a full day workshop in Lansing on March 3 regarding millage renewals. As you know, our millage expires in 2020 and must be renewed in November of this year. Attendees learned marketing strategies, legal issues and timelines, and had a chance to hear from libraries who have run campaigns over the past couple of years. A finance committee meeting will take place in April so the board can adopt a millage level to go on the ballot. Due to the pandemic, meetings may take place via phone or elsewhere – we will decide as the pandemic events progress.

**Eileen Schulz is retiring on March 26** – Many of the board members have worked with Eileen for many years and know her dedication and attention to detail. After 23 years with BCLS, she will be spending time outside gardening or golfing, on the road traveling, or relaxing with a good book. Her granddaughter Isla will benefit most from her retirement, as Eileen will be able to take her to the library for all of our great programs. We wish Eileen the best and will miss her.

In the same vein, we welcome Janelle Coe who started with BCLS on March 16, the day we closed to the public for the pandemic. Her first few weeks will be unusual, but she is proving calm, task oriented, and showing the sense of humor needed to flourish here.

**Books and Brews new program** – A new program started in February, and will resume once we are allowed to congregate again. A book club for adults will travel from bar restaurant to bar restaurant. A different theme will be assigned, instead of the same title. For example, the next theme may be books related to France – attendees could read a travel book, a fiction book set in France, a French cooking book....you get the idea. The first program in February drew 22 attendees who thoroughly enjoyed it.

### **Reopening of Library**

On May 4, the library will plan a tentative three phase reopening: Phase #1 curbside only, Phase #2 employees in buildings with social distancing, and Phase #3 business as usual. We are waiting on Governor Whitmer’s revised executive order to confirm the start date. We are currently working on better serving the public by ramping up virtual services.

**Motion by P. Travis, seconded by D. Carlyon, to receive the Administration Report.  
Vote passed 5-0**

OPEN TO THE PUBLIC – No comments

### CORRESPONDENCE

‘Please Tell Us What You Think....’ – Sue Everitt and Katherine Pfanell

### COMMITTEE REPORTS

#### Finance Committee

#### 1. November Millage Renewal

P. Travis shared library administration met via conference call with the Finance Committee to discuss three millage renewal options for funding the library for the next six years. Option #1 (1.6 mills) and Option #2 (1.7 mills) will not provide the appropriate revenue to maintain existing operations and the existing level of services. Option #3 (1.75 mills) will provide the appropriate revenue levels to maintain existing operations and services - the Finance Committee’s recommendation. D. Carlyon pointed out the current rate of 1.9953 mills is a decrease from the proposed 1.75 mills and we should focus on marketing the reduction in taxes to the public.

**Motion by A. Harris, seconded by D. Carlyon, to approve the placement of the library renewal millage on the November ballot for six years at a rate of 1.75 mills.  
Vote passed 5-0**

Personnel Committee – No report.

### UNFINISHED BUSINESS

No unfinished business to discuss.

NEW BUSINESS

No new business to discuss.

OPEN TO THE PUBLIC

No Public

ANNOUNCEMENTS

D. Carlyon shared several quotes with the board.

ADJOURNMENT

**Motion by A. Harris, seconded by P. Travis, to adjourn the meeting at 6:01 pm.**

**Vote passed 5-0**

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Paul Travis  
Secretary/Treasurer

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Janelle Coe  
Recording Secretary