

**MINUTES OF THE  
BAY COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
February 27, 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 February 27, 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, Mary Herr, and Frank Quinn

Others: Kevin Ayala and Eileen Schulz

Staff Greeting

Wendy Grimmer, Library Assistant Sage Branch Library – Wendy Grimmer has been with the Bay County Library System for 24 years, beginning as a volunteer, then hired as a Library Page in 1996. She then became a part-time clerical in 2001 when she was also part of the puppeteers for the library. In 2018 she became a full-time Library Assistant at the Sage Branch Library. In 2015 she received a degree in Professional Technical Writing. She works in the Children’s department at Sage where she helps with outreach and in house programming. She loves what she does!

ADDITIONAL AGENDA ITEMS – No additional agenda items

MINUTES

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

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

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

FINANCIAL REPORT

2018 December Financial Report, 2019 January Financial Report, and Penal Fine Report – Kevin Ayala reported penal fines for January came in at \$25,780, just \$200 shy of the budget. The final invoices for 2018 have been received, with a few closing entries to be made, the year finished at \$325,000 revenue over budget. An audit will be conducted sometime in April. Property tax revenue for 2019 is beginning to come in. As of the first month of 2019, Expenses are as budgeted.

**Motion by F. Quinn, seconded by M. Herr, to receive the 2018 December Financial report, 2019 January Financial report, and the Penal Fine Report. Motion carried.**

ADMINISTRATION REPORT – Kevin Ayala

Hot Chocolate Hop – The Wirt Library participated in the first, Hot Chocolate Hop, coordinated by The Downtown Management Board (DMB), for area businesses on Saturday, February 4<sup>th</sup>. The library served 225 customers – some who were regular patrons and many who had never been to Wirt Library before. The program allowed for staff to share info about the library while serving hot chocolate. This was an event where participants could vote for their favorite hot chocolate and Wirt Library won 3<sup>rd</sup> place!

Winter Reading Program – The Winter Reading Program (WRP) showed an overall increase in participants in all departments. The Adult WRP showed a total of 1,650 adults in the program this year – 121 more than last year. The Children’s WRP had 1,461 participants – 261 more than 2018. The Teen WRP also showed increases in participants, ending with a total of 373 teens, an increase of 112. This program began a few years ago in an effort to create a program similar to the very successful Summer Reading Program.

Hoopla – The new digital service will go live for patrons on March 1. The service offers streaming and downloadable movies, TV shows, music albums, e-books, and e-audio books with no wait lists. Employees were trained on the product in February and are ready to roll it out to patrons.

Prime Time – Stephanie Reinhardt and a teacher from an elementary school in Auburn, received a grant to offer Prime Time Reading Program to families. The families are invited via the school and meet at the Auburn Branch Library for a family night of reading and book discussion. The grant pays for a light meal for all participants and will last for six weeks.

Publicity – Mary Ruthko, PR and Marketing Manager, shared with the board the types of publicity the library typically offers. She explained the different venues for advertising, why using one over the other depending on the event, works well for some and not others.

**Motion by D. Carlyon, seconded by, M. Herr, to receive the Administration Report. Motion carried.**

OPEN TO THE PUBLIC – No public input.

CORRESPONDENCE – James Herek

COMMITTEE REPORTS

Financial Committee – Frank Quinn, Chairperson, - No meeting

Personnel Committee – Don Carlyon, Chairperson – No meeting

UNFINISHED BUSINESS

VEBA update – K. Ayala share he will be receiving the latest actuarial study next week, when he will then put together a plan to comply with the State requirements. He will bring it to next month's board meeting for trustees' review and approval.

NEW BUSINESS – No new business to report.

OPEN TO THE PUBLIC

F. Quinn read the poem, 'The Lake Isle of Innisfree' by William Butler Yeats

**Motion by A. Harris, seconded by M. Herr, to adjourn the meeting at 6:18 pm. Motion carried.**

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Anne Harris  
Secretary/Treasurer

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Eileen Schulz  
Recording Secretary