

**MINUTES OF THE
BAY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR BOARD MEETING
January 23, 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 January 23, 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, Mary Herr, and Frank Quinn

Excused: Anne Harris

Others: Kevin Ayala, Trish Burns, and Eileen Schulz

Staff Greeting

Ricarda Facundo, Circulation Supervisor Sage Branch Library – Ricarda Facundo shared she began in 2001 as a Technology Page at the South Side Branch Library where the first computer lab was located. Only a few months later she took on the job as a Senior Library Assistant at the South Side Branch Library. She then moved onto the Alice and Jack Wirt Library in 2007 as an SLA. She was transferred to this same position at the Sage Branch Library where she now holds the position of Circulation Supervisor since Paula Pashak’s retirement this past January. R. Facundo is married with four children and eight grandchildren. She thoroughly enjoys working for the Bay County Library System.

ADDITIONAL AGENDA ITEMS – No additional items were added.

MINUTES

Motion by F. Quinn, seconded by M. Herr, to approve the minutes of the December 19, 2018 regular board meeting and the December 19, 2018 annual 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 – Kevin Ayala reported Penal Fines for the month of December came in at \$27,803, finishing 2018 at \$45,952 over budgeted amount. Revenue for December came in at \$62,778, with penal fines making up the bulk of this total. The yearly revenue total came in at \$6,700,000. Expenses for this year stayed within budget. Financial report for 2018 will be brought back one more time in February as there are a few outstanding invoices yet to be received.

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

ADMINISTRATION REPORT – Trish Burns

New Delivery Van – The new delivery van has been delivered and is in service. The new van had the BCLS logo added to it, which matches the bookmobile. The old delivery van, which will also be updated with the current BCLS logo, will be used for maintenance staff purposes.

Retirement at Sage – One of our longest working employees retired in January. Paula Pashak, who began working for BCLS in 1975, retired last month after 44 years of service. She worked at Bay City Branch, on the Bookmobile, at South Side, helped transition to AJWPL, and finally landed at Sage. Ricarda Facundo will take over P. Pashak's position as Circulation Supervisor at the Sage Branch Library.

Outreach committee – One of the uses for discarded books and donations is our outreach service. We have increased the number of outreach sites substantially in the past year and have circulated an additional 4,500 items to those sites. Sites include DHHS, Rachel Sovereign, several nursing homes, Bay Special Care Hospital, and hospice.

New Michigan Laws – The legislature passed two new laws that will directly impact BCLS. Paid sick leave is now mandatory for part time employees. They will earn one hour of paid leave for every 35 hours worked and not to exceed forty hours of leave per year. A BCLS policy on this will be forthcoming by March. The minimum wage also increased for Michigan workers, rising from \$9.25 to \$9.45 per hour. The minimum wage increase was included in the 2019 budget proposed to, and passed by, the board.

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

OPEN TO THE PUBLIC – No public input.

CORRESPONDENCE – Major Rick & Kim Ray – Salvation Army, Sandy Augustyniak – Pinconning Area Emergency Food Pantry, Auburn Community Food Pantry, and CAN Council – Suzanne Greenberg.

COMMITTEE REPORTS

Financial Committee – Frank Quinn, Chairperson, - No meeting

Personnel Committee – Don Carlyon, Chairperson – No meeting

UNFINISHED BUSINESS

VEBA update – K. Ayala explained that a few months ago he shared with the board he would submit a proposal to the state for a waiver for the VEBA, Voluntary Employee Beneficiary Association. Based on a new state law requiring all businesses that are under 40% funded in their VEBA, to file an action plan stating how it will be better funded. Based on a 2015 actuarial study, the library is funded at 37.6%. Administration felt it was close enough to apply for a waiver to not file an action plan. K. Ayala has heard back from the state and was denied. The library will be required to put together a plan to be funded at 40% or higher. The county is in the process of putting together a 2017 actuarial study, which he will use along with the plan. He will have this included in next month's board packet for trustees to approve and submit to the state.

NEW BUSINESS – No new business to report.

OPEN TO THE PUBLIC

**Motion by D. Carlyon, seconded by F. Quinn, to adjourn the meeting at 5:57 pm.
Motion carried.**

Anne Harris
Secretary/Treasurer

Eileen Schulz
Recording Secretary