

Kalkaska County Library Board of Trustees / 247 S. Cedar / Kalkaska, MI. 49646

1. Call to order by LC Date: 1/24/17 Time 10:07 Location KCL Regular Meeting Yes

2. Attendance/Introductions:

L. Cervone Y / M. Moran Y / C. Cook N / R. Lucyk N / L. Wolcott Y

Late/Absent: Cervone Moran Cook A Lucyk A Wolcott

Friends of Library M.R. Gillooley

Staff Deb Bull, Jackie Velez

Board of Commissioners liaison: none

Guests Christine Vacha, Diana Needham

3. Adoption of Agenda

[Amended N] Motion by MM Support LW **Passed**

4. Approval of Previous Minutes

Date 12/19/16 [Amended: Y] Motion by LW Support MM **Passed**

- 6F should be \$52,000-\$56,000

Date 12/20/16 -Director Search [Amended: N] Motion by Support **Passed**

- MM motion to table the minutes until the next board meeting. LW Support. **Passed.**

Date 1/12/17- Community [Amended: N] Motion by MM Support LW **Passed**

Date 1/23/17- C2AE [Amended: Y] Motion by MM Support LW **Passed**

- Changes of verbiage.

5. Public Comment

None

6. Reports

A. Financial

Financial Report: As of the end of December 2016 the Library Fund Bank balance stood at about \$824,300, with \$351,286 in the 271, \$105,759 in 471, and \$367,256 in the 472 fund. This total is down by \$31,974 from last month. These totals now agree reasonably closely to the "fund balances" in the Standard Budget Reports from the County, small differences presumably due to differences in timing of entries in the accounting software and the clearing of checks. Our CD's earned approximately \$720 a month.

It looks like 271 fund balance will end up having to make up a difference between revenues and expenditures of about \$24,000 for the year.

Questions remain about adjustments that were made to our penal fines revenues, and the way they are being reported to us. Treasurer will prepare a report to explain our position and questions we have for discussion with BCB and county personnel.

New expenditures against 472 Project for the month total \$1257.11. There is about \$13,100 cash in 472 at Chemical Bank, and we will need to provide liquid funds to cover expenditures in the near future. First best choice is from FAFCU 000 which is like a Cash Account and earns little interest.

We are trying to find ways to reconcile our expenditures by line item with the expenditures reported back on the County standard budget report. So far we have not succeeded, but have put systems in place that will smooth out this process as time goes on.

- I. Motion to accept Treasurer's Report by MM Support LW **Passed**
Motion to draft a letter to Irene Daniels (County Janitor), endorsed by President Cervone and copied to the Clerk and Accountant, instructing her that Library Director must receive an INVOICE for any supplies and paper goods charged to our account, rather than Daniels current practice of submitting bill directly to Clerk (by-passing Library scrutiny and complicating library line-item tracking) by MM Support LW **Passed**

II. Presentation of bills

Motion to pay bills except \$744 Otwell Mawby bill by MM Support LW **Passed**
M.Moran Y C. Cook A R. Lucyk A L. Wolcott Y L. Cervone Y
- Cervone will get in touch with Mac @Otwell Mawby regarding bill for \$744.

- B. Director: D. Bull Library received a \$50 donation from the Moose Lodge (Chris Tracy), \$1000 donation from the VanWestenberg's, \$100 donation from Sandra & Neugene Hall via the township clerk (it accompanied their tax bill and was forwarded to KCL), & \$100 donation from Jeanette Dexter. State Aid report is done. Library received an e-mail from middle school students who want to do a community project with the library, so we are creating a reading nook under the stairs. Monthly Transmittal was completed yesterday (Bull will send copies of documents to Moran). Notification of State Aid Salary Reimbursement arrived @ Co. Treasurer's office (Bull pointed out to expect that the SASR line item will be reduced for 2017, due to her lack of MLIS.)

C. Friends of Library: see attached.

D. Board of Commissioners Liaison: : none

E. DDA Director: none

F. Committee

1. Strategic Planning

Speak-Up Kalkaska community forum is planned. On-line Community Survey is up & running. Please share widely, as the library has a component (1/5 of the 5 Year community Collaborative project). Community involvement phase of Conceptual Drawing will begin February 6th. There will be three opportunities for public input at the library.

2. Director Search Committee

I. Interview Questions/Hiring Matrix

Motion by LW to approve with slight amendment. Support MM **Passed**

C.Cook A R. Lucyk A M. Moran Y L. Wolcott Y L. Cervone Y

II. Application for Employment (inc: Background/credit check permissions)

Motion by MM to approve Application draft and to distribute the Application to the potential interviewees. Support LW **Passed**

C.Cook A R. Lucyk A M. Moran Y L. Wolcott Y L. Cervone Y

Motion by MM to modify some the verbiage of Application. Support LW **Passed**

C.Cook A R. Lucyk A M. Moran Y L. Wolcott Y L. Cervone Y

III. Employment Contract

Motion by LW to accept Agreement Draft. Support MM **Passed**

C.Cook A R. Lucyk A M. Moran Y L. Wolcott Y L. Cervone Y

7. Unfinished business

A. LSTA grant.

Progress update: project is very complex and cumbersome, but even if it does not get funded, there will be significant benefits to all parties involved.

- B. Conceptual Drawing Contract signed, first meetings have begun for staff/Board/Friends. Next staff meeting with c2ae will be on February 9th at 8a.m.
- C. Parallel Solutions: contract has been delivered, work will begin soon on Case for Support.
- D. County/Library Operating Contract, ala' Otsego contract via Foster Swift and A. Seuryneck
Motion by MM to suspend further action on this issue due to time constraints impeding consideration of this issue at this time. Support LW **Passed**

8. New Business

- A. New Kalkaska County Personnel Policy and Non-union Employee Manual
Motion by MM to suspend further action on this issue due to time constraints impeding consideration of this issue at this time. Support LW **Passed**
- B. County "Human Resources Vacancy Review Policy" – Not wholly applicable. The only consideration is the required "internal posting notice" and county employee "first consideration" stipulation for non-General Fund departments: the language applicable to KCL hiring practices has been noted and highlighted in the County's policy manual.
- C. Election of Officers: Motion to postpone action until full-board is present by MM Support LW **Passed**

9. Other Business

- A. Charitable Organizations Act 169 of 1975 Discussion by Lynnette, describing the need for KCL to apply for a waiver.

10. Items for future agenda

- A. Otwell Mawby invoice (withdrawn from January Approved Bills list until Cervone reports back her discussion with Mac
- B. Charitable Organizations Letter requesting a Waiver.

11. Call for Public Comment None

12. Adjournment at 12:05 pm

Friends of the Kalkaska Library Updates

December 19, 2016

***Friends of the Library Financial Update:**

As of Nov. 22, 2016 ---

Total assets (not counting New Library Savings/Checking)	\$7,634.09
New Library Saving/Checking	\$32,895.22

***Old Business:**

- The Friends of the Library and the Library Staff chose Friday, November 25, to decorate the Library for Christmas.
- The Annual Friends of the Library Cookie Sale is scheduled for Thursday, December 1 and Friday, December 2. (The Cookie Sale brought in \$ ~~840~~ **870**,00 !)
- The Silent Auction Basket Drawing will be held on Wednesday, December 21. The Drawing for the Christmas Raffle will also take place on December 21.

***New Business:**

- The Library Christmas Party will be held on Monday, December 19, at 5:00 P.M.
- Ideas for future fundraising were brought forward at the last Friends of the Library Meeting. In addition to the "old tried and true" fundraisers which have proven to be both popular and profitable, a few new ideas were discussed --- more discussion and planning to come!

***The next Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, Jan. 24, 2017, at 4:00 P.M.**