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

1. **Call to order** by Cervone Date: 3.21.17 Time 10:02 Location KCL Regular Meeting Yes
2. **Attendance/Introductions:**

L.Cervone Y / M.Moran Y / C.Cook Y / R.Lucyk Y / D.Needham Y / BOC N

Friends of Lib. N / staff D. Bull, J. Roberts

Guests Mac McClelland (Otwell Mawby)

1. **Adoption of Agenda** Amended Y Motion by DN Support CC Passed MacMcClelland moved to beginning of meeting.
2. **Approval of Previous Minutes**

Date 2/21/17 Regular meeting Amended Y Motion by MM Support CC Passed DN abstained Date 2/21/17 Special Meeting (minutes presented for informational purposes only)

Date 2/22/17 Special Meeting Motion by CC Support MM Passed DN abstained Date 2/25/17 Special Meeting Motion by MM Support RL Passed DN abstained

Date 2/27/17 Special Meeting Motion by RL Support MM Passed

DN abstained

1. **Public Comment**

None

\*\*RFP discussion with Mac McClelland **Motion by RL to approve Otwell Mawby invoice (not to exceed $744.00) payable upon receipt. Support DN**

C.Cook Y R.Lucyk Y M.Moran Y D.Needham Y L.Cervone Y Motion Passed

1. **Reports**
2. Financial

Financial Report As of March 1, Library bank Balances stand at $807,412.02, down about $12,280 from last month. The three funds are at: 271, $333,420; 471, $106,063; and 472, $367,928.

Revenues through February look bad because we are not given any credit yet for property Tax collections; these are held as “Deferred Revenues, Taxes”, Taxes Receivable or something. We don't understand why these are not shown as an asset, even if they delay giving them to us as Revenue. If nothing else, we are not being given any interest on millage that is being held deferred. We are also running behind target for penal fines. They have averaged $6730 for January & February, while we projected an average of $9500 a month.

Utilities, Professional Services and Public Relations expenditures are running ahead of target but the reasons for the latter two had to do with hiring new director and should even out, but utilities is harder to guess. We have had a lot of snow, but it has been a milder winter. Will summer air conditioning and humidity control be high as well?

The requested transfers of money from FAFCU to Chemical Bank didn't occur before the books closed on 2/28/17. On 3/8/17 the County transferred $63,000 out of Forest Area and deposited in Chemical Bank 472 account. This left FAFCU with $102,543.57 in 471 funds and $291,984.29 in 472. Chem Bank 472 should increase to $75,558.69.

We spent $30.00 out of 472 in February, and took in $29.15 in donations and interest. Expenditure was for Sewer hookup charge on the North property, which cannot be disconnected. Still pending is a bill for $744 for an RFP for our N Property demolition, and $15,200 for conceptual drawing project. 472 Fund balance stands at $366,966.46.

1. Presentation of bills Motion to pay bills with the exception of the All-Seasons hotel reimbursement to J. Roberts, as noted. Motion by MM Support CC Passed

M.Moran Y C.Cook Y R.Lucyk Y D.Needham Y L.Cervone Y

1. Director: Board packet, payroll, staffing, Summer Reading, facility care, etc,
2. Friends of Library: see attached
3. Board of Commissioners Liaison: none
4. DDA Director: Networks NW will be making a presentation at April 25 meeting.
5. Committee Reports
6. Strategic Planning

1. **Unfinished business**
2. \*\*RFP Mac McClelland **see above**
3. Election of Officers Slate of Officers as proposed by Cash Cook: Cervone for President, Cook for Secretary, Lucyk as Trustee, Needham for Vice-President, and Moran to remain as Treasurer, allowing an exception to the Board’s By-laws in allowing Moran to remain in this position of vital importance in maintaining Library’s fiscal soundness. Hearing no others, the proposed slate of candidates is accepted unanimously.

C.Cook Y R.Lucyk Y M.Moran Y D. Needham Y L.Cervone Y Motion Passed

1. Conceptual Drawing - in progress
2. Cintas Deb decided to purchase rugs, saving money. Roberts will reconsider rug service in the future.
3. **New Business** None
4. **Other Business**
5. Pre-approved vendor list for Kalkaska County’s Accountant Office - No Action
6. **Items for future agenda**

A. KCL /County contract (Otsego model)

B. Employee Handbook review – Cervone encourages Board to review documents in anticipation of action.

C. Post (Pre)-approved vendors

D. Director’s evaluation

E. Networks NW presentation

1. **Call for Public Comment**

None

1. **Adjournment** at 12:02