MINUTES OF THE KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
Date: October 24, 2014

1. Call to order: Meeting called to order by President S. Burns at 10:04 a.m.

2. Approval of Agenda:
   MOTION: Motion to approve agenda by M. Moran
   Second: L. Wolcott
   YES:
   MOTION PASSED

3. Attendance:
   BOT present at meeting: M. Moran, M. Judge, L. Wolcott, S. Burns, L. Cervone
   Absent:BOC Liaison: Al Hart ,Friends Representative: M. R. Gillooly –
   Staff: B. Chaplin, M. Coville, D. Bull

4. Acceptance and Approval of previous Minutes:
   MOTION: Motion by L. Cervone to accept
   Second: M. Moran
   MOTION PASSED

5. Public Comment : NONE

6. Reports
   a. Financial Report given by M. Moran. Meeting scheduled with representative of auditing firm. Discrepancies remain between what bank reports and what county reports in accounts. Revenues appear to be $15,395 less than our YTD target. According to county reports, in July our YTD tax revenues were $184.297 but in August fell to $177,867. They still hover at $177,866 but we have not received our delinquent tax payment yet. Expenditures are $7,493 less than targeted YTD. The target numbers were developed before, and do not take into account the massive spending from the Building Fund. These expenditures include the TADL contract and transition (47,000). new lighting (6,900), RFID Security Gates (20,000), fees connected to building search and evaluation, and parking lot repairs (5,000). Salary/Wages show a surplus of $3,000.
      Building maintenance shows overspent by $54,000 because of

the lighting project.
Legal expenditures are overspent.
We have spent less than budget in all items for the year as we enter the fourth quarter.

Approval of Bills:
MOTION: Motion made by M. Moran to pay bills.
Second: L. Wolcott
YES: S. Burns, M. Judge, M. Moran, L. Cervone, L. Walcott
MOTION PASSED

6b. Director's Report
B. Chaplin gave report.

- Monthly meetings have been set up with IT department at TADL
- $5,000 earnest money has been returned to 471 account.
- Fax line has been eliminated
- 2015 budget has been completed and draft has been sent to county
- Motion to put all millage ballots on November ballot has been defeated, however February millage elections have been eliminated.
- Attended MLA yearly conference – great ideas and connections
- Parking lot is fixed.
- Met with Fife Lake Librarian regarding strict borders for e-books. Suggested we allow them to issue Kalkaska Library cards so people living in the outline area (our county but their patrons) can order e-books with our cards.

6c. Friends of the Library Report
M. Coville gave report on Friends : Preparing for silent auction baskets during month of December. Good response to letter as annual dues are being received.

6d. DDA Representative Report
Cash Cook, DDA Director discussed streetscape progress.

6e. Committee Reports:

i) Director evaluation survey. Decided all members would fill out survey online and send to President to compile.

ii) Strategic Planning Committee:
Reported by L. Cervone that meeting is scheduled to work on revised copy of letter.

iii) Deb Bull discussed need for five year plan. Discussion tabled

7. Unfinished Business – None

8. New Business:

a. New Computer Fund
Director Chaplin explained technology plan. Need to plan for new computer upgrades down the road. Suggested we use all or some of the revenue from copy machine to put in special fund toward new computers. Discussion followed. Suggested we look into how this would be done. Tabled.

b. Staff evaluations. Being completed this week.

c. Letter to Leader. Discussion regarding sending letter to Leader asking community for suggestions. Tabled.

d. Bylaws
Proposal to amend Article 6 – Section 3 of by laws.
MOTION: MOTION made by M. Moran to change Article 6 Section 3 of the bylaws by striking "submitted to County Controller" and state all bills will be approved and submitted to the appropriate county office.
Second: L. Cervone
MOTION PASSED

8. Other Business – None
9. Future Agenda – None

10. Adjourn
MOTION: MOTION MADE TO ADJOURN BY M. JUDGE
SECOND: M. MORAN
MOTION PASSED
Meeting adjourned 12:20 p.m.

Respectfully Submitted:
Marilyn Coville