

1. **Call to order** at 10:00.m. Date: 2.21.17 Time 10:00 a.m. Location Library

2. **Attendance/Introductions:**

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

Late/Absent: Cervone N Moran N Cook N Lucyk L Wolkott N

Friends of Lib. M.R. Gilboly / staff Deb Bull, Jackie Velez

Guests Diana Needham

3. **Adoption of Agenda**

[Amended Y] Motion by CC Support LW **Passed**

--> Otsego Contract, Pre-Approved Vendor List, Employee Handbook review, DDA TIFF added to Items for Future Agendas.

Approval of Previous Minutes

Date 1/5/17 Special Meeting [Amended Yes] Motion by CC Support MM **Passed**
->Otwell Mawby

Date 1/12/17 Special Meeting [Amended No] Motion by CC Support MM **Passed**
-> Contract with C2AE

Date 1/23/17 Special Meeting [Amended No] Motion by CC Support LW **Passed**
-> Kickoff Meeting with C2AE

Date 1/24/17 Regular Meeting [Amended Yes] Motion by MM Support LW **Passed**

Date 2/9/17 Special Meeting [Amended No] Motion by MM Support CC **Passed**
-> New Director Interviews Special Meeting

Date 2/10/17 Special Meeting [Amended No] Motion by RL Support MM **Passed**
-> New Director Interviews Special Meeting.

Date 2/13/17 Special Meeting [Amended No] Motion by MM Support LW **Passed**
-> New Director Applicants and Design Committee Dates Special Meeting

4. **Public Comment**

None

5. **Reports**

A. Financial

As of February 1, Library bank Balances stand at \$819,477, down about \$4825 from the first of the year. The three funds are at: 271, \$347,266; 471, \$104,992; and 472, \$367,433.

We are just beginning the year with a fresh new Budget. We have submitted a budget of \$348,550. Some Revenues are from the tax millage, where we expect \$184,395. (We actually got \$185,000 in

2016.) We hope to get \$125,000 in penal fines but only came in with \$115,000 last year. We expect to have to make up \$17,555 from 271 fund balance to cover revenue shortfalls during 2017. We are in that period of the year when adjustments are being made, so we are not concerned about the few areas where we appear to be off-target in either revenues or expenditures. Many have a way of leveling out with time. We do not know when we will be credited with our tax revenue for the year.

There is still no consistent agreement between the amounts we submit to pay line item numbers and what is reported back in the SBR. Continuing to work to understand this process so that we can reconcile our records with the County.

We need to take action to cover the need for liquid cash in our 472 new construction budget. A suggested course of action was proposed.

We spent \$513.11 out of 472 in January, and took in \$254.41 in donations and interest. Expenditures were for Winter Tax on the North property, and ongoing sewer charge which cannot be disconnected. Pending is a bill for \$744 for an RFP for our North Property demolition. 472 Fund balance stands at \$366,967.31.

I. Discussion of an approach to dealing with confusing data on penal fines was held.

II. Motion to Transfer Library Funds by MM Support CC **Passed**

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

-> Move to direct the county treasurer to make a partial withdrawal of \$52,000 from FAFCU certificate #340, and of \$11,000 from the FAFCU 000 regular shares account, and to transfer that money to the Library's 472 fund at Chemical Bank.

III. Presentation of bills

Motion to pay bills by CC Support MM **Passed**

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

Unapproved Otwell bill from January continues to be delayed while awaiting deliverables.

B. Director:

-> Story Time employee has a child in the hospital, no word on whether or not she will come back. Hoping we will not need to hire a new person. Deb already has a pool of applicants.

-> There has been an uptick in the requests from County Department heads for website tech assistance.

-> Progress is being made on the NLC grant, including a new PC, new OPAC station and a reading nook under the stairs.

-> Housekeeping says we need to clean the basement in the carpet, so Bull has arranged for Stanley Steamer. Will not interrupt services.

-> In November we were closed for the carpeting project and Cintas is seeking payment for the rug rental during November. Currently we are on a month to month rental system. ->A

library ad has been purchased in the Snowmobile Trail/County Visitor's Guide.

-> Midwest Energy Resource Group stating that there were no distributions from 2016 and expect none in 2017, the wells are being shut down. There will no longer be any distributions from the Charles Heffer estate.

-> New Director Search documents are usually kept for one year, two years if any candidate appears over the age of 40. Bull suggests these documents, which deal with personnel, are sensitive in nature, and need to be in the secretary's possession, not on-site.

-> Otsego Library wanted to know how many Library Boards took oaths, and encourage it. Cook

pointed out that it would require an amendment of the By-Laws.

-> Staff at Dick Butler's (ret.) law firm has boxed up relevant KCL documents and will be sending them to our new legal advisors. Billing for the postage was quoted at \$10.00.

C. Friends of Library: see attached

D. Board of Commissioners Liaison: none

E. DDA Director: none

F. Committee

I. Strategic Planning - Research into software programs to be utilized during the Capital Campaign was completed and the recommendation was to purchase Donor Perfect software. Two members attended a "Donor Perfect" software demonstration and one of the suggestions was to have a single person dedicated to that task and that task alone, with close oversight by at least one other member. Zrimek and Wick advised that the library needs to apply for an exemption/waiver from the Charitable Organizations and Foundations Act.

II. Director Search Committee: Discussion on second interviews of the remaining two candidates.

6. Unfinished business

- A. LSTA grant – despite the fact that the grant is no longer viable goal, collaborative work continues on the project.
- B. New Board member update - No interviews or appointment yet.
- C. Cintas contract. Bull will investigate rug options/vendors before agreeing to new 5 year contract with Cintas.
- D. Otwell Mawby invoice. Discussion

7. New Business

- A. Discussion of pending legislation regarding DDA TIF Capture – research needs to be done to get details.

8. Other Business: none

9. Items for future agenda

- A. Otsego Library-style Library/County contract
- B. Pre-approved vendor list
- C. Employment Handbook
- D. Election of BOT Officers
- E. Otwell Mawby invoice
- F. DDA-TIFF/Clare Membelia

10. Call for Public Comment

None

11. Adjournment at 12:24 pm

Friends of the Kalkaska Library Updates

February 21, 2017

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

As of Jan. 24, 2017 ---

Total assets (not counting New Library Savings/Checking)	\$8,450.59
New Library Saving/Checking	\$35,593.22

***Old Business:**

- The Kalkaska Friends of the Library Board accepted the Audit Committee's findings for the past year. All fundraising, transactions, and financial records were found to be accurate and acceptable.
- The Friends of the Library 2017 proposed Budget was presented, and approved.
- Final figures for the last three fund raisers are:
 - Cookie Sale: \$832.00
 - Christmas Raffle: \$931.00
 - Christmas Basket Auction: \$760.00

***New Business:**

- Nominating and Audit Committee volunteers were gratefully accepted.
- Eight Friends Members Board Members volunteered to provide cookies and rolls for upcoming "Re-Imaging the Library" meetings.
- March Classes are in the final planning stages.
- A Trout Quilt will be raffled off starting in March, with the drawing planned for Trout Festival week.

***The next Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, Feb. 28, 2017, at 4:00 P.M.**