

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Thursday, June 22, 2017 at 5:30p.m.

1. Call to order: Meeting called to order by President Lynnette Cervone at 5:30p.m.

2. Attendance/Introductions

BOT present: M. Moran, R. Lucyk, C. Cook, D. Needham, *Cervone*

BOC present: Craig Crambell

Friends of the Library Representative: M.R. Gillooly

Others present: Sandy Hurd (guest)

Staff present: J. Roberts, D. Bull

3. Adoption of Agenda

MOTION: by Needham to approve agenda.

Second by Moran

Motion approved

[Signature]
APPROVED AS CORRECTED
DATE: 7.25.17

4. Acceptance and Approval of May 23rd 2017 Regular Board Meeting Minutes

MOTION: by Moran to approve Minutes

Second by Needham

Motion approved (Lucyk and Cervone abstained (absent for that meeting)).

MOTION: by Cook to approve June 8th 2017 SPC Minutes.

Second by Needham

Motion approved

MOTION: by Needham to approve June 15th 2017 SPC Minutes.

Second by Cook

Motion approved

5. Call for Public comment: none

6. Reports

6a. Financial Report/Approval of Bills

Treasurer's Report, June 22, 2017

Library Fund Balances are: 271: \$465,532.96; 471: \$106,202.24; 472: \$337,466.11 for a total of \$909,201.31. This has decreased by \$23,838 since last month.

Agreement between Fund Balance and Bank balance remains in good agreement, within the error difference between the way the County looks at our interest income as opposed to the way I get the current interest from the internet each month. The next certificate of deposit to mature will be in November 2017. We presently are earning about \$630 a month in interest on our CD's.

We have spent less than expected for this point in the year by some \$40,000. The red-ink numbers are not troubling; most seem to be decreasing, as we progress through the year in control of our spending. I don't know why the Unemployment Tax deficit is increasing, because we simply calculate that as a percentage of Gross Pay, and perhaps we should check with someone to see what is going on.

Revenues year-to-date have a major concern: the \$20,000+ deficit in Penal Fines. We have gone since February without any monthly credits to Penal Fines, and the YTD total is stuck at \$26,813. Will eventually take this up with BCB Accountant.

We are still in "Beta Testing" of a new system for the Director to use in generating reports and vouchers for our Bills payments. We are able to reconcile all of our Line Items (720 thru 977) for the month of April exactly.

Activity in 472 since last report: ^{CARE}
We submitted \$7630-- \$7600 to ~~Zimec & Wick~~ and \$30 for the N Property sewer. We still owe Zimec and Wick \$4250 which has not been invoiced. We took in \$2565.93, in donations at the front desk.

MOTION: by Needham to accept Treasurer's Report.

Second by Lucyk

Motion approved by Lucyk, Needham, Cook, Moran, Cervone

MOTION: by Cook to pay bills.

Second by Moran

Motion approved by Lucyk, Needham, Cook, Moran, Cervone

6b. Director's report **(see attached)**

MOTION: by Lucyk to post an Irregular part-time and a regular part-time position

Second by Needham

Motion approved by Lucyk, Needham, Cook, Moran, Cervone

MOTION: by Needham to have Roberts work with Accounting Office to adjust S. Card's employment status February 3, 2014.

Second by Cook

Motion approved by Lucyk, Needham, Cook, Moran, Cervone.

MOTION: by Lucyk to pay Bull's post-retirement medical insurance benefit, capped at \$500 per month until Bull reaches Medicare eligible age, according to the Teamsters Contract (Article 15 Section 6) of December 31, 2016 and the Library Employee Handbook (Article X Section 1).

Second by Cook

Motion approved by Lucyk, Cook, Needham, Moran, Cervone.

MOTION: by Moran to pay Bull's benefit from line item 271.738.719.600.

Second by Cook

Motion approved by Moran, Cook, Needham, Lucyk, Cervone.

6c. Friends of the Library report. **(see attached)**

6d. Board of Commissioners Liaison communication: nothing new to report.

6e. DDA report: Airport fly-in Saturday June 24th, 7-10:30 Pancake Breakfast and Car Show from 10:30-2:00; Saturday evening 4Front concert at Railroad Square; Sunday Rotary Chicken BBQ.

6f. Committee reports

I.) Strategic Planning. Next Steps process reviewed.

7. Unfinished Business

7a. Demolition RFP Demolition RFP is prepared, but dates must be moved forward, beginning date of 7/28, finishing by (projected) 9/25).

7b. TIFF

Motion by Lucyk authorizing Cervone pursue legal advice regarding process of opting out of DDA TIFF tax capture.

Second by Needham

Motion passed: Lucyk, Moran, Needham, Cervone, (Cook abstains)

7c. Director's review has been completed.

7d. Employee Handbook: process continues.

7e. KCL/County Contract – Otsego's Seurnyck model: no action.

7f. Adoption of new Mission Statement, Vision Statement: no action at this time

7g. Energy audit consideration: working on finding DTE & Consumer's Energy employees to perform audit.

7h. Penal Fines: Moran will bring Cervone up to date to facilitate the discovery process.

8. New Business: none

9. Other Business: none

10. Items for future agenda

10a. Penal Fines

10b. KCL/County Contract – Otsego's Seurnyck model

10c. Staff Handbook

10d. Staff in-service day

11. Call for Public Comment: none

12. Adjournment at 6:59

Respectfully submitted,

Deb Bull

Recording Secretary

Director's Report: Notable May/June:

2781 items / 147 ILL checkouts (Same as 2016)

252 adults, 935 children attended programs since April's Board meeting

\$300+ donation from Barker Creek Nursery for compost, seeds, shrubs, etc.

\$2000 grant for a 3-D printer (still pending)

Presented to the newly-formed 100+ Women charitable organization on library MakerSpaces. Lost to guitar dude.

Looking forward to presenting to Rotary in July

Staffing:

Marta in Spain July

Joel's last day is August 26th

By mid-August:

Addition of a Technology & Outreach Librarian (Regular part-time) and an entry-level Irregular part-time for circulation.

Marta is promoted to Regular part-time for children's services

Mike and I will be running budget projections in July for staffing (currently \$17,000 under budget)

August 25th I'd like to close the library for a staff development day. MEL database training with TADL, Summer Reading re-cap, (what worked/didn't work) and goals for the remainder of 2017

Motion to acknowledge Sheryl Card has been a Regular part-time employee since February 3rd, 2014

Discussion of a monthly stipend paid to Deb Bull to offset medical insurance premiums

Friends of the Kalkaska Library Updates


June 22, 2017

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


As of May 23, 2017 ---

Total assets (not counting New Library Savings/Checking)	\$8,620.79
New Library Saving/Checking	\$36,348.31

***Old Business:**

- Our annual Book Sale brought in a bit over \$1,700!
- The Chair and Art Silent Auction bids are doing "great guns". (As of June 18, there were 985 bids!) The winners will be announced at 6:00 P.M. on June 21 (the night of the Ice Cream Social).
- Shetler's will be donating three tubs of ice cream for the Ice Cream Social. (Wednesday, June 21, 5:00-7:00 P.M.)
- The Summer Reading Program kick off is scheduled for Monday, June 19, starting at 11:00 A.M., at the Imagination Station. Young people attending will have the opportunity to sign up for the Summer Reading Program, as well as having the chance to make butter and seed balls, to receive bags and books, and see and pet animals.
-  -Marilyn Coville has generously offered to hold our annual Garage Sale at her home. The Sale will be held on June 29 and 30, with set-up on Wednesday, June 28. (We need items!)
- The Antique Roadshow is re-scheduled for Sept. 6. Val Shaw has volunteered to be the event chairperson.

***New Business:**

- Marilyn C. has graciously volunteered to host a Friends of the Library Wine Party on June 6, at 6:00 P.M.
- The Friends will be sponsoring a Bike Race in July. (More information to come.)
-  -A Golf Outing is also in the planning stage. (We will need help acquiring golf related items for prizes.)

***The next Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, June 27, 2017, at 4:00 P.M.**