

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
August 18, 2015

1. Call to order: Meeting called to order by President Lynnette Cervone at 10:01

2. Attendance/Introductions

BOT present: L. Cervone, S. Burns, L. Wolcott, M. Moran, M. Judge

BOC present: none

Friends of the Library Representative: M.R. Gillooly

Others present: C. Cook (DDA Director)

Staff present: Deb Bull, Bradley Chaplin

3. Adoption of Agenda

MOTION: by Cervone to approve agenda as amended (moving Mr. Holston to Public Comment, out of courtesy, for his convenience)

Second by Judge

Motion approved

4. Acceptance and Approval of July 28th Regular Meeting Minutes

MOTION: by Wolcott to accept Minutes (as amended)

Second by Burns

Motion approved

Acceptance and Approval of Special Meeting Minutes (August 10th)

MOTION: by Moran to accept August 10th Special Meeting Minutes (as amended)

Second by Burns

Motion approved

5. Call for Public comment: Mark Holston

BOT would like an explanation for the 2014 disbursement anomaly. Clerk's office Collects Felony fines. Holston will investigate the matter.

6. Reports

6a. Financial Report/Approval of Bills

The Director, President and Moran met with BCB again to set up project revenue/expenditure line items and amendments handling the earnest money payment and the funding of those accounts through the end of the year. There are still questions about how to understand the status of tax revenues. We are supposed to consider "deferred tax revenues" as our expected tax revenues for this year, but we aren't clear on why.

We did not receive a bank statement from 4Front for the month of July, and have not yet gone through the calculations from the new format to get balance in Chemical Bank yet.

We have cashed out the two 472 CD's for a total of \$201,423.89. Estimate we lost \$640 worth of interest for early withdrawal. Money must be moved to Chemical Bank from 4Front and FACU, because Chemical Bank is only place the County can

write checks from.

Revenues are still trailing behind where we should be. Explanation of tax revenues must be clarified yet. Penal fines are behind by \$4300 targeted YTD.

Expenditures:

Salary/Wage is overspent for target year to date by \$3357. If this is due to one employee signing back on for healthcare benefits vs buyout, we may need to amend budget again. We finally got the \$4000 spent for the e-collection, so that looks overspent but is on target for rest of year now. Overall, we have spent \$9127 less than targeted YTD.

MOTION: by Judge contract with C. Hervey to consult with the Board at a mutually agreeable time and date for a "Budget 101" session for the new accounting software, not to exceed \$500.00

Second by Cervone

Motion approved by Cervone, Wolcott, Burns, Moran, Judge

MOTION: by Burns to approve pay bills

Second by Wolcott

Motion approved by Burns, Judge, Wolcott, Cervone. Moran abstained (he did not have a chance to review)

6b. Director's report

FTCH can perform ground penetrating radar for approximately \$700.00. Report of North Property expected Friday. Summer Reading is complete: 2014 participation was slightly less than 2013, but exceeds 2012 numbers. Moran, Chaplin and Bull will be attending the Grand Blanc Performer's Showcase to contract 2016 programs. Chef Michelle Bommarito will be appearing at the Library Thursday Aug 20th. Terry Wooten will be appearing Sept 3rd. Application for State Librarian's Award will be sent out next week. Preliminary "New Library" floor plan and graphics are available for review.

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

6d. Board of Commissioners Liaison communication - none

6e. DDA Representative communication. NMCOG survey completed (see attached). Village has been granted acceptance at the associate level into Michigan Mainstreet Program.

6f. Committee reports

I.) Strategic Planning. Next step for SPC regarding Northsky assistance for conceptual drawings and design, Capital Campaign, Project Management, Communication is a meeting with Northsky with Chaplin and Cervone meeting at the Traverse City Chamber of Commerce office at on Tuesday August 25th at 10:00a.m. Next SPC meeting will be September 3rd at 8:30a.m.

7. Unfinished Business

7a. none

8. New Business

8a. ~~Mark Holsten~~ Moved to Public comment

8b. Project Fund Account. Two line item numbers have been established under 472 at Chemical Bank: 688 (donations; note that State and Federal grants will need their own line item numbers) & 977 (project expenses). Funding was successfully established via the cashing in of the two 472 CDs. 471 "Earnest money" was also transferred to 472 for North Property purchase, and has been disbursed.

9. Other Business:

10. Items for future agenda

10a. Invitation extended to Gaynelle Gentelia (DDA Assistant) to discuss "Michigan Mainstreet Center"

10b. Director evaluations

MOTION: by Moran to move the September 15th meeting to the 4th Tuesday (Sept 22nd) at 10:00a.m.

Second by Cervone.

Motion Passed

11. Call for Public Comment

12. Adjournment

MOTION: by Burns to adjourn 11:43

Second by Moran

Motion approved

Respectfully submitted

Deb Bull