

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
July 25th, 2017

1. Call to order: Meeting called to order by *President Lynnette Cervone* at 10:04
2. Attendance/Introductions  
BOT present: L. Cervone, M. Moran, C. Cook, R. Lucyk, D. Needham,  
BOC present: none  
Friends of the Library Representative: M.R. Gillooly  
Others present: D. Bull, S. Hurd  
Staff present: J. Roberts
3. Adoption of Agenda  
**MOTION: by Needham to approve agenda**  
**Second by Cook**  
**Motion approved**
4. Acceptance and Approval of previous Minutes  
**MOTION: by Lucyk to approve June 22 regular meeting minutes as corrected**  
**Second by Moran**  
**Motion approved**
5. Call for Public comment: none
6. Reports
  - 6a. Financial Report/Approval of Bills  
  
**MOTION: by Needham to accept Treasurer's Report**  
**Second by Cook**  
**Motion approved**  
  
**MOTION: by Cook to pay bills**  
**Second by Needham**  
**Motion approved by Cook, Needham, Moran, Lucyk, Cervone**
  - 6b. Director's report  
  
**MOTION: by Needham to close the library for staff in-service day August 25th**  
**Second by Cook**  
**Motion approved by Needham, Cook, Lucyk, Moran, Cervone**  
  
**MOTION: by Lucyk to submit specific language (as needed by Accounting) to clarify Sheryl Card's employee status: "Sheryl Card has been at Regular Part-Time employee status since February 3<sup>rd</sup>, 2014. Sheryl accumulated sick time is 13.5 hours, and her accumulated vacation time is 5 hours."**  
**Second by Moran**  
**Motion approved by Lucyk, Moran, Needham, Cook, Cervone**
  - 6c. Friends of the Library report

- 6d. Board of Commissioners Liaison communication: none
- 6e. DDA report – August 12th Street Festival (Roberts will take 3-D printer to demo)
- 6f. Committee reports
  - 1.) Strategic Planning – Rotary Charities said that grants are available for a Communications Plan, two of the three Communication Plan consultants have been contacted. S. Hurd has agreed to co-chair the New Library Project and is being brought up to speed with progress thus far. Cervone said Zimec & Wick are being updated as we progress.

7. Unfinished Business

7a. Demolition RFP

**MOTION: by Needham to authorize Cervone to work with Otwell Mawby to clarify date changes and proceed with Demolition RFP, and include all eleven Demolition contractors in the RFP distribution.**

**Second by Cook**

**Motion approved**

**MOTION: by Lucyk to accept Otwell Mawby proposal to contract with Otwell Mawby as demolition Project Manager, and authorize Cervone to sign the contract.**

**Second by Needham**

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

7b. TIFF – Cervone to address

7c. Employee Handbook – draft presented for review. Cervone will address Steps with Roberts

7d. KCL/County – Otsego's Seuryneck model

7e. Penal fines – Cervone and Moran will address with Hervey

8. New Business

8a. Community Dialog opportunity – suggestion to have Library co-sponsor (as a neutral agent) a "dialog" event.

**Motion by Lucyk to decline Rotary offer to host Community Dialog**

**Second by Needham**

**Motion approved Lucyk, Needham, Cook, Cervone (Moran: no)**

9. Other Business: none

10. Items for future agenda

10a. Demolition RFP

10b. TIFF

10c. Employee Handbook

10d. KCL/ County Contract – Otsego's Seuryneck model

10e. Penal fines

11. Call for Public Comment: none

**12. Adjournment at 11:26a.m.**

**Respectfully submitted,  
Deb Bull  
Recording Secretary**

## **Treasurer's Report, July 25<sup>th</sup>, 2017**

Library Bank balances as of the end of June totaled \$892,427.87, which matches very closely to the Fund Balances shown in the Standard Budget Report. We have \$459,075.27 in the operating fund, \$106,656.20 in the Building Fund, and \$326,696.40 in the New Construction fund.

Total Revenues are very near target for the year to date: only \$608.84 below projection. Something happened to improve the shortfall in penal fines, which are now only about \$5500 behind pace for the YTD. We still have questions about how to understand this process, which we will take up with the BCB accountant in near future. The once-a-year "Balance Due" payment, which comes out of the Clerk's office instead of the Treasurer's office, looks to be about \$14,800, and we think will appear in the SBR next month.

Total YTD Expenditures remain comfortably below target: \$35,000 less so far. Some lines are running ahead of budget, but they are small or declining.

We are working on the question of how to properly deal with Grant monies that are received. It may turn out to be legally important how we budget and account for these, and since some will probably have to go through the F.O.L. and be passed on to us, we need to figure out how we are supposed to record that.

The Clerk's office has told us they are making a change in how they want us to do invoices and vouchers, so our new automated Bill Pay system is going to need further work.

**Director's Report: Notable June/July:**

**3471 items / About 200 ILL checkouts (185 fewer juvenile fiction / nonfiction)**

**315 adults, 184 children attended programs and/or Outreach since June's Board meeting**

**\$2000 grant for a 3-D printer (reimbursement procedure)**

**Staffing:**

**Marta returns August 7th**

**Joel's last day is August 26th**

**Sarah Maddox is our new Technology & Outreach Librarian. Primary focus is technology-related services to the public and our online presence.**

**Fall schedule:**

**Sarah, Sheryl, and Marta qualify for MERS. Desk coverage is adequate now, without hiring an additional person.**

**Summer Reading:**

**Strong attendance, lots of positive feedback, made the news (9 & 10)**

**3-D printing, classes begin in August**

**Outreach to Rotary, MTA leadership meeting, and the COA (Picnic at the Gazebo)**

**Native landscaping project (\$150.30) + >water  
( cf. mowing is \$180/month)**

**Motion to close Friday, August 25th for a staff development day.**

**Motion "Sheryl Card has been at Regular Part-Time employee status since February 3rd, 2014. Sheryl's accumulated sick time is 13.5 hours and her accumulated vacation time is 5 hours"**

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

As of June 27, 2017 ---

Total assets (not counting New Library Savings/Checking)	\$10,195.45
New Library Saving/Checking	\$34,747.31

**\*Old Business:**

- Update: Our annual Book Sale brought in exactly \$1,704!
- The Chair and Art Silent Auction brought in over \$1,000.00!
- The Summer Reading Program Pool Party is scheduled for August 4, starting at 11:00 A.M., at the Kaliseum. In addition to the bikes, there will be a number of smaller prizes.
- The Ice Cream Social was well attended. Many thanks to Shetler's Dairy and all who helped.
- The Wine Party at Marilyn's home brought in \$1,100! (Future Wine Parties will be "on the shelf" for a year.)
- The purchase of a defibrillator is on hold for a month. Estimated cost is between \$1,100 and \$1,500. There may be the possibility of obtaining a grant to be put towards the purchase.
- The Antique Roadshow is re-scheduled for Sept. 6. Val Shaw has volunteered to be the event chairperson.

**\*New Business:**

- So many signed up for the painting class that there will now be two nights scheduled!
- The Golf Outing is scheduled for August 11, at Twin Birch.
- A young and very energetic Friend of the Library has volunteered to conduct a Read-a-Thon on Wednesday, June 28, beginning at 9:00 A.M., and going until 5:00 P.M. (8 hours total)! Thank you Celina!
- Don't forget the Friends of the Library annual picnic on Tuesday, July 25, 6:00 P.M., at Sands Park. (No regular Friends Meeting in July.)

**\*The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, August 22, 2017, at 4:00 P.M.**