

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 24, 2017

1. Call to order: Meeting called to order by R. Lucyk at 5:30
2. Attendance/Introductions
BOT present: R. Lucyk, M. Moran, K. Peress (C. Cook and D. Needham absent)
BOC present: none
Friends of the Library Representative: none
Others present: S. Hurd
Staff present: D.Bull (Director Roberts absent)

3. Adoption of Agenda
MOTION: by Moran to approve agenda as amended
Second by Peress
Motion approved

4. Acceptance and Approval of Minutes
9.26.17 Minutes: *Tabled due to lack of quorum of the 9.26 meeting's attendees*
10.24.17 Special Meeting Minutes:
MOTION: by Moran to approve 10.24.17 Special Meeting Minutes
Second by Peress
Motion approved

5. Call for Public comment: none

6. Reports

- 6a. Financial Report

Library bank balances as of the end of September totaled \$880,088.86, which is about \$16,425 less than the previous month. Total Fund balances agree closely (\$880,280).

271 Revenues are below target for the year by about \$6,643 so far. This is due mainly to the fact that no penal fines seem to have been entered for the month of September. Thus, Penal fines are running behind projections by about \$12,400. We suspect this will ultimately be corrected but we really don't know where we stand. (The odd item of \$190.04 in this month's revenue activity: "Paid personal property taxes". We still need an explanation.) Also, our projected Grant Revenue of \$2,000 did not get picked up yet, although we know we have received it.

Total 271 Expenditures are more than \$62,695 below YTD projections, at \$214,052 so far. Our State Aid Contractual line looks to be in the red, but we have budgeted \$5,650 for the year, and spent about \$5,610 so should be OK. We have submitted budget revisions to correct items which will appear as overspent, but they have not yet worked their way through the system.

We have a CD at 4 Front Credit Union in 271 funds, that will mature on November 21, and we should vote on what action to take with it, to reinvest, or cash out.

The penal fines mysteries continue, but we are functioning well within our budget on expenditures.

The 2018 budget was presented to the Board of Commissioners. They pointed out that our State Unemployment tax was not calculated correctly, and reduced that number by \$1200 or so; I've modified our method of calculation for future. Recent information from Equalization Dept. increased the expected number for tax revenue by about \$1300. Everything else was left as we presented, including a figure of \$11,100 "transfer out" to 472. Our budget ended up balanced at \$322,149.00 both revenue and expenditures.

The demolition of the North Property buildings has been accomplished without much difficulty. We did discover two unexpected underground storage tanks, and extra layers of concrete pad under part of the structures. This led to a slightly elevated cost for removal, which was well within reason: \$1000 to remove the extra tons of concrete, and \$750 to remove the two discovered tanks. Then, there was the cost of disposing of the liquid in the tanks (about 500 gallons). Laboratory analysis showed that it was mostly water, and not hazardous. That was an extra \$225. We need to vote to approve the additional cost plus the original contract quote totaling \$23,990. *(see item 7f. below)*

MOTION: by Peress to accept Treasurer's Report

Second by Lucyk

Motion approved

6b. Director's report (see attached)

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

6d. Board of Commissioners Liaison communication: none

6e. DDA report: none

6f. Committee reports

l.) Strategic Planning: re-organizing in preparation for 2018 activities;

Research is proceeding into discovery of potential donors, sub-committee and other leadership and updating of Friends database.

7. Unfinished Business

7a. TIFF – Foster Swift legal opinion: no action will be necessary going forward

7b. Employee Manual – final modifications are being addressed.

Motion by Moran: a proofread Employee handbook shall be presented to the Director with attendant changes noted for incorporation, and the final draft shall be sent to legal counsel Sondee, Racine & Doren for review.

Second by Peress

Motion passed: Moran, Peress, Lucyk (Cook and Needham absent)

7c. KCL/County contract per Otsego's Seuryneck model to be emailed to Board for review.

7d. Penal Fines: glitches in disbursement reporting need to be addressed

7e. Facility Energy Audit from DTE: no cost effective measures are suggested, due primarily to the facility's age and condition.

7f. North Property Demolition project invoice

MOTION: by Moran to pay Northern A-1 Environmental Services demolition project invoice #39975 totaling \$23,990.00 This amount includes both the original quote plus authorized change orders of \$1975.00).

Second by Peress

Motion approved Moran, Peress, Lucyk (Cook and Needham absent)

8. New Business
 - 8a. Northland Library Cooperative Reciprocal Borrowing Agreement
MOTION by Moran to allow Lucyk, (Acting Chair) to sign and return to the Director the paperwork adopting the Northland Library Cooperative Reciprocal Borrowing Agreement
Second by Peress
Motion passed
 - 8b. Credit card pre-approval – tabled until the November meeting when the Director is present.
9. Other Business:
 - 9a. December Board Meeting will remain at 3:00p.m. December 19th.
 - 9b. Water damage: recent heavy rains have caused water-leak damage to the drywall and carpeting to the basement's southern end of the west wall.
10. Items for future agenda
 - 10a. Water damage remediation
 - 10b. Decision regarding CD S106271 which will be maturing at 4 Front Credit Union
11. Call for Public Comment: none
12. Adjournment at 7:13p.m.

Respectfully submitted,
Deb Bull
Recording Secretary

Director's Report: Notable September/October 2017:

Circulation:

3,420 items. 243 inter-library loan requests. 554 digital downloads. About a 6% overall increase from 2016. And a 27% increase in juvenile checkouts. This represents a fantastic staff effort.

Programming:

64 adults, 42 teens, and 279 children attended a program and/or an outreach event. Children / teen / tech programming continues to be strong.

Staffing: Yearly staff evaluations were completed this month.

Outreach: Sarah met with the Kalkaska High School principal. We are investigating means for transporting interested teens to the library for after-school activities. John participated in the Conservation District's tree-planting initiative. (50 trees planted in the Village.)

Misc. Items:

1. Employee Handbook next steps. (Edits, etc.)
2. Received \$2,280 in grant revenue. Will be transferred to expenditure accounts in November. (We will likely see a temporary overage.)
3. Draft of the Library Master Plan is nearly complete, and is on track to be submitted to the Board for review in November.
4. Building energy audit completed. (Aside from LED lighting, little or no cost-effective upgrades are feasible.)
5. Sarah and John attended the annual Michigan Library Association conference. Resources on successful millage campaigns and teen programming were valuable takeaways.
6. Jan and Sarah will be trained on the library's new sewing/embroidery machine, generously funded by the Friends. This is the next step in our MakerSpace hardware offerings. They will be the in-house experts who lead future programming.
7. Holiday schedule: I'd like to close the library Friday, November 24th, and Saturday, November 25th, for the Thanksgiving holiday. (This seems to have been a traditional practice.) And Tuesday, December 26th, for the Christmas holiday.
8. Please set a day and time for the Board's December meeting. (The library's potluck get-together.)

Friends of Library Agenda - October 24, 2017

Board of Trustees: V. Shaw, M. Coville, S. Curell, B. Wesley, M. Dalton, R. Barr, M. Castle,

M. Gillooly, M. LeBlanc, E. Vonalt, F. Vonalt, L. Delaney, D. Uranis

- 1. Call Meeting to Order**
- 2. Attendance/Introduction of Guests**
- 3. Treasurer's Reports**
 - General Fund – Becky Wesley**
 - New Building Fund – Molly Dalton**
- 4. Secretary's Report**
 - Sharon Curell**
- 5. Strategic Planning Report**
 - Sandy Hurd**
- 6. Director's Report**
 - John Roberts**
- 7. Board Liaison Report**
 - M. R. Gillooly**
- 8. Old Business**
 - 1. Defibrillator**
 - 2. Makers Space Purchase**
- 9. New Business**
 - 1. Secretary signature at bottom of minutes**
 - 2. Minutes and Treasurer Reports in binders**
 - 3. New Trustee Vote: Carol DeVries**
- 10. Marilyn's Report**
- 11. Adjournment**

FRIENDS OF THE KALKASKA LIBRARY
SEPTEMBER 26, 2017

**Board of Trustees Present: M. Coville, M.R. Gilooly, V. Shaw, D. Crawford, F. Vonalt
E. Vonalt, D. Walker, B. Wesley, S. Curell, J. Scott, M. LeBlanc, M. Castle,
M. Dalton, L. Delaney**

- 1. Call Meeting to order by M. Coville at 4:10**
- 2. Attendance/Introduction of Guests: J. Gallinat, D. Uranis, B. Barr, Celina
B. Richter, M. Walker, J. Roberts, Director of Library**
- 3. Treasurer's Report: B. Wesley summarized the expenditures and monies in the
treasury; D. Crawford reported on monies in new Building Fund.
Treasurer's report accepted subject to audit.
Mickie Castle volunteered to order books for baby pantry.**
- 4. Secretary reports: M. LeBlanc moved to accept reports; seconded by D. Walker**
- 5. Director's Report:**
 - *core programs offered have had great attendance**
 - *3D printers are here; we are part of North Digital Consortium**
 - *Printer program for children being offered in October**
 - *Attended Director's Workshop and hopefully came away with ideas for
new library**
 - *The mission is to help new libraries build a national data base for those
building new libraries; Marilyn will e-mail the web site**
 - *Kiera Crow will be starting as an intern to teach art to children**
 - *October 9th Chemical Bank volunteering In-Service Day**
- 6. Board Liaison Report: Kim Perez and Diane Needham are new Board members**
- 7. Strategic Planning Report: Buildings purchased are down with A-1, local contractor
completing the demolition; Sandy Hurd is very confident about the new
library!!!**
- 8. Old Business:**
 - 1. Defibrillator: Grant has gone in thanks to Lisa Delaney**
 - 2. Christmas baskets are in the planning**
 - 3. Classes: sign up sheets for future ones**
 - 4. Read-a-thon: Celina raised almost \$1,000**
- 9. New Business:**
 - 1. Thank you letter from M. Coville as she steps down as President.**
 - 2. Ideas for expenditures. Suggested list was shared with discussion following.
D. Walker moved that Secretary record that a unanimous vote be cast to
purchase Heavy Duty industrial sewing machine, LulsBot mini Flesystruder
Tool Head, LilyPad Sewable Electronics Kit and Code Kit Class Education
Class Packs. Seconded by F. Vonalt and passed with a unanimous vote.**
 - 3. Board of Officers for 2017-2018 were unanimously approved. They include:**

Valerie Shaw, President
Marilyn Coville, Vice President
Sharon Curell, Secretary
Becky Wesley, Treasurer and Asst. Treasurer New Library
Molly Dalton, Treasurer New Library and Asst. Treasurer FOL

The meeting was adjourned.

FRIENDS OF THE KALKASKA COUNTY LIBRARY

NEW LIBRARY ACCOUNT

September 30, 2017

Share Draft Account Balance brought forward \$3609.72

Deposits

None

Expenses

None

Balance Total **\$3609.72**

Savings Account Balance brought forward \$38,640.01

Deposits

9-27-17 Twin Birch Golf Outing 50.00

9-30-17 Share Dividend 18.77

Expenses

None

Balance Total **\$38,708.78**

Total Both Accounts **\$42,318.50**

Friends have contributed \$2500.00 to the Kalkaska County Library for the Conceptual Drawing of the New Library.

Prepared by Dee Crawford
Assistant Treasurer

FOL Treasurer's Report Oct. 2017**9-1-17 thru 9-30-17**

	BUDGET	SPENT	BALANCE
Non Profit Corporation	\$80.00		\$80.00
ALTAFF Dues	\$50.00		\$50.00
Michigan Friends Dues	\$30.00		\$30.00
Postage, envelopes, checks	\$250.00	-\$186.21	\$63.79
Books for Babies	\$600.00	-\$298.28	\$301.72
Butterfly Garden	\$50.00		\$50.00
Calendars	\$125.00		\$125.00
Library Programs	\$3,000.00	-\$2,042.45	\$957.55
Raffle License	\$50.00	-\$15.00	\$35.00
Marketing / Book Pages	\$500.00		\$500.00
Discretionary Spending Fund	\$250.00	-\$42.00	\$208.00
2017 BUDGET TOTALS	\$4,985.00	-\$2,583.94	\$2,401.06

SHARE DRAFT ACCOUNT as of 9-01-17	\$5,356.95
DEPOSITS	
Memberships	\$250.00
Totebags/Mugs/Shirts	
Used Book Sales	
Amazon Smile	
Donation-Jo Scott-Cutter-Maker Spaces	\$200.00
Total Deposits	\$450.00
Share Draft Account Subtotal	\$5,806.95
Less Checks Written	-\$49.00
SHARE DRAFT ACCOUNT as of 9-30-17	\$5,757.95
SAVINGS ACCOUNT as of 9-30-17	\$3,278.27
TOTAL BOTH ACCOUNTS	\$9,036.22
Less Budget Balance	2,401.06
AVAILABLE FUNDS	6,635.16

Prepared by Becky Wesley, Treasurer

CHECKS WRITTEN-2017

<u>Ck#</u>	<u>Date</u>	<u>Name</u>	<u>Expense</u>	<u>Amount</u>
1343	1/24	New Library Kalkaska County	Transfer to New Library Account	35.00
1344		VOID (for Amazon Smile Acct)		0.00
1345	3/6	State of Michigan	Quilt Raffle	15.00
1346	3/7	Advanced Office Supply	Labels-Postage Budget	39.21
1347	3/28	Marilyn Coville	Supplies-New Director Reception	104.92
			Voted on Expense	
1348	3/28	Marilyn Coville	Stamps-Postage Budget	49.00
1349	4/5	Horizon Books	Books for Babies	298.28
1350	5/4	Kerry Wilson	Shirts-300 voted on;	342.00
			42 Discretionary Spending	
1351	5/8	Marta Prieto-Seijas	Programs	17.89
1352	6/6	Kalkaska Kaliseum	Programs	135.00
1353	6/27	Dee Crawford	Ice Cream Social-Voted On	24.74
1354	6/27	Clay Bowers	Programs	100.00
1355	6/27	Marilyn Coville	Programs: Bikes-Summer Rdg.	104.91
1356	6/27	John Roberts	Programs	34.90
1357	7/11	Mideastern Mich. Library Coop	Programs	1,449.75
1358	7/11	USPS	Postage	49.00
1359	7/17	Randall Schaetzi	Programs	200.00
1360	7/17	Kalkaska County Library	Transfer of Trans Canada Grant	10,000.00
1361	9/27	USPS	Postage	49.00

VOTED ON EXPENDITURES 2017

1-24-17	\$4885.00	2017 Budgeted Expenses
2-28-17	\$ 200.00	Reception for New Director, John Roberts, on 3-28-17
		Check 1347-\$104.92
3-28-17	\$ 100.00	Ice Cream Social Supplies
4-25-17	\$ 300.00	Shirts
6-27-17	\$ 200.00	Shirts
8-22-17	\$ 100.00	Postage Budget
9-26-17	\$3654.95	Maker Space Items 1, 2, 5, 6 on list presented by Director Roberts