

Kalkaska County Library Board of Trustees Minutes
Tuesday, November 21st, 2017
10:00am

APPROVED AS CORRECTED
DATE: 19 December 2017
(SIR)

1. Call to Order: 10:04
2. Attendance/Introductions: J. Roberts, D. Bull, K. Peress, C. Cook, R. Lucyk, M. Moran, S. Hurd, D. Needham (absent)

3. Adoption of Agenda:

MOTION: by Cook to approve agenda as amended
Second by Peress
Motion approved

4. Approval of previous Minutes:

MOTION: by Cook to approve 9.16.17 Minutes
Second by Moran
Motion approved

MOTION: by Peress to approve 10.24.17 Minutes
Second by Moran
Motion approved

5. Public Comment: none

6. New Business

a. Water damage remediation report from Moran

MOTION: by Cook to direct Lucyk to research commercial dehumidifiers (with pump capability) and table further decisions until December 21st meeting
Second by Peress
Motion approved

19th (SIR)

b. Decision regarding maturing 4 Front Credit Union CD S106271

MOTION: by Moran to reinvest the proceeds of the maturing CD S106271 at the best 18 month rate available at 4Front Credit Union
Second by Cook
Motion approved: Moran, Cook, Peress, Lucyk (Needham absent)

7. Reports:

a. Financial Report/Approval of Bills

Library bank balances as of the end of October totaled \$861,310.13, which is about \$18,800 less than the previous month. Total Fund balances agree closely (\$860,891). We are earning about \$635 per month on our CD's.

271 Revenues are below target for the year by about \$6,200 so far. This is due mainly to the continuing penal fines mystery. This month, as you can see in the SBR, there was zero activity for the month; however, the YTD total INCREASED from \$84,088 last

month to \$91,810 THIS month. There is definitely something funny happening in the way this is being accounted. The upshot is, Penal fines are running behind projections by about \$14,189. We suspect this will ultimately be corrected but we really don't know where we stand.

Our projected Grant Revenue of \$2,280 has shown up.

Total 271 Expenditures are more than \$54,785 below YTD projections, at \$241,926 so far. My Revenues and Expenditures reports show the budget items highlighted that we have submitted changes for: Grants +\$2280, Salary/Wage -\$1345; PS&E, +\$400; Liab. Ins. +\$325; Copier cost, +\$620; Misc. +\$250; Furn/Fix, +\$2030. We believe our Budget now is \$351,800, but the county has not yet picked up those changes, and still has us at \$349,520

Our CD # 106 at 4 Front matures today. Value is about \$25,600. It has been earning 0.75%. We will need a motion today to direct the County treasurer as to how to handle the reinvestment. **(See item 6b.)**

MOTION: by Peress to approve Treasurer's Report

Second by Moran

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

MOTION: by Moran to approve bills, in the amount of \$35,478.46

Second by Cook

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

- b. Director's Report: (see attached)
- c. Friends of Library Report: (see attached): per Coville, please bid on gift baskets
- d. BOC Liaison Communication: none
- e. Committee Reports
 - i. Strategic Planning: wrapping up some items,
 - ii. Communications: waiting on Rotary meeting
 - iii. Grants: Rotary meeting to be re-scheduled

8. Unfinished Business:

- a. Employee Handbook: Sondee, Racine & Doren edits: needs to be addressed by the committee
- b. KCL/County Contract—Otsego's Seurnynck model – no action
- c. Penal fines – no action
- d. Credit card pre-approval -

MOTION: by Moran to PRE-APPROVE the Library's County Credit Card purchases by the Director and staff up to \$1000 per month (total) and authorize County Accountant to pay the bill.

Second by Cook

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

9. Other Business

- a. Millage renewal Pre-Campaign Triage document.

10. Items for future agenda, discussion
 - a. Staff handbook review
 - b. Millage renewal pre-campaign Triage document review
11. Call for Public Comment: none
12. Adjournment at 11:42

Next Regular Meeting: Tuesday, December 19th, 2017, 3:00pm

Director's Report: October / November 2017:

Overview: We're showing very strong circulation numbers and good programming attendance. Over the past couple months our visibility in the schools has improved, which is translating into increased circulation and opportunities to collaborate with faculty. Our programming initiatives, especially in children's and teen, continue to be very well received. Through the winter we'll be focused on further developing our Maker-type-Space programming.

Circulation:

2,582 books, DVDs and audiobooks were circulated, plus 214 inter-library loan requests. 491 books were downloaded from Overdrive. Compared to: 1,772 books, DVDs and audiobooks circulated in 2016, and 165 inter-library loan requests. There have been 7,876 individual computer sessions to date this year, compared to 8,789 sessions for calendar year 2016.

Programming:

- 86 adults, 23 teens, and 132 children attended a program and/or an outreach event.
- We're looking to begin sewing and embroidery workshops in December, as well as design projects using our new Silhouette Cameo.
- Additional (more sophisticated) robotics and micro-processing kits are being purchased.

Outreach: Sarah and John presented on library services to the staff of Kalkaska High School. Transportation has been arranged for high schoolers who wish to visit the library after school.

Staffing: An additional staff person at the Library Assistant level, 8 to 13 hours per week year round, would help offset the winter months when our seasonal staff are out of town. Of concern, too, is the lack of a qualified pool of talent at the professional level in our region. The quality and continuity of our services would be significantly impacted should we lose any staff at the Technical Assistant level or above.