

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
19 December, 2017

1. Call to order: Meeting called to order by __R. Lucyk____ at __3:02pm__
2. Needham appoints Lucyk meeting chair
3. Attendance/Introductions
BOT present: D. Needham, R. Lucyk, M. Moran, C. Cook
BOC present: None
Friends of the Library Representative: None
Others present: S. Hurd
Staff present: J. Roberts
4. Adoption of Agenda
MOTION: by _Cook_____ to approve agenda (as amended)
Second by Moran
Motion approved
5. Acceptance and Approval of previous Minutes
MOTION: by _Cook_____ to approve November 21, 2017 Minutes as amended in items 6 and 8
Second by Moran
Motion approved
6. Call for Public comment: None
7. Reports
 - 7a. Financial Report/Approval of Bills
MOTION: by __Cook_____ to table Treasurer's Report until January 2018 meeting
Second by Needham
Motion approved

MOTION: by _Cook_____ to pay bills save for the Otwell Mawby invoice
Second by Moran
Motion approved by roll call [Cook, Moran, Lucyk, Needham]
 - 7b. Director's report (see attached)
 - 7c. Friends of the Library report: None
 - 7d. Board of Commissioners Liaison communication: None
 - 7e. DDA report:
 - 7f. Committee reports
 - i. Strategic Planning: L. Wolcott, millage assistance; Hurd update regarding Brand Tonic
MOTION: by _Cook_____ for Roberts and Wolcott to form a Millage Committee and report to the Board in January 2018
Second by Moran
Motion approved

ii. Communications: Rotary Charities SEED Grant application. Rotary will approve/deny at its January 4th, 2018 meeting

iii. Grants:

MOTION: by Needham to authorize the submission of the Rotary Charities SEED Grant Application on 19 December 2017.

[Resolution attached]

Second by Moran

Motion approved

8. Unfinished Business

- 8a. Employee Handbook: Sondee, Racine, Doren edits. Roberts will update re. attorney fees at January meeting
- 8b. KCL/County Contract – Otsego's Seurnynck model
- 8c. Penal fines: Meeting scheduled with Corinna December 20th
- 8d. Report by Lucyk: model comparison of commercial dehumidifiers
- 8e. Report by Roberts: water damage remediation. Proposal by Archer Contracting will be submitted to board at January's meeting
- 8f. Millage renewal pre-campaign triage document. See Director's report

9. New Business

9a. None

9b.

10. Other Business

10a. Budget and plan for northside property landscaping

10b.

11. Items for future agenda

11a. 2018 Millage

11b. Update on Dehumidifiers


11c. Northside property fencing/landscaping

12. Call for Public Comment: none

13. Adjournment at: 4:21 pm

Respectfully submitted,
John Roberts
Director
Acting Recording Secretary

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

APPROVED AS CORRECTED
DATE: 19 December 2017


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 

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 Clerk 

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

RESOLUTION 12-19-17

At a regular meeting of the Kalkaska County Library Board of Trustees held on December 19th, 2017, at 3:00 PM at the Kalkaska County Library, 247 S Cedar Street, Kalkaska, MI, 49646, the Board of Trustees determined that;

WHEREAS The Kalkaska County Library Board of Trustees has embarked upon a project to build a new facility in Downtown Kalkaska;

WHEREAS Rotary Charities SEED Grant funds of \$10,000 and Kalkaska County Library funds of \$2,500 will be utilized to contract with a qualified 3rd Party Firm to produce a Communication Strategy for the New Library Project;

WHEREAS The Kalkaska County Library Board of Trustees authorized, by motion, the submission of the Rotary Charities SEED Grant Application on the 19th Day of December, 2017;

NOW, THEREFORE, BE IT RESOLVED That the Kalkaska County Library Board of Trustees authorizes John Roberts, Library Director, to sign the Grant Agreement if awarded.

Trustee NEEDHAM offered Resolution and moved its adoption.

Seconded by Trustee MORAN

Yeas: 4

Nays: 0

Absent: 1

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Kalkaska County Library Board of Trustees, Village of Kalkaska, County of Kalkaska, State of Michigan, at a regular meeting held on the 19th day of December, 2017.


Kalkaska County Library Board of Trustees

By Its Secretary, Cash Cook

Director's Report: November / December 2017:

Circulation:

2,117 items (versus 2,363 in 2016). Reflects a slight decrease in the juvenile and large print collections. 145 inter-library loan requests. 368 digital downloads. 8,180 computer sessions to date in 2017, on track to be virtually the same as 2016.

Programming:

- 69 adults, 15 teens, and 77 children attended a program and/or an outreach event.

Outreach: Marta and John attended a Northland Library Cooperative Technology Conference. The Kalkaska Library demonstrated 3-D printing and our Silhouette Cameo materials cutter, and hosted social media breakout sessions.

Staffing:

[See attached Statement of proposed position descriptions and wages]

Misc.: [See attached Pre-campaign ballot measure triage]

Kalkaska County Library Position Descriptions & Wages

Page

Responsible for putting returned books and other items in their proper places on the shelves. Also responsible for keeping books and other items in the right order. May assist staff to set up for programs and other basic tasks, for instance cleaning books and other materials.

Janeth Ottgen	(Irregular part-time)	current \$9.62	proposed \$9.82
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Library Assistant

Generally perform clerical duties, and are often mistaken for librarians as they are the first face people see at the circulation desk. Library Assistants are typically responsible for checking materials in and out, collecting fines and fees, answering general phone questions, issuing library cards, and processing items on hold. They are also typically responsible for directing patrons to particular items and areas of the collections.

Marilyn Coville	(Irregular part-time)	current \$11.00	proposed \$11.89
Gay Kasza	(Irregular part-time, seasonal)	current \$9.38	proposed \$10.51
Jan Parker	(Irregular part-time)	current \$9.86	proposed \$11.89
Jackie Velez	(Irregular part-time)	current \$10.10	proposed \$10.51
Joel Reeves	(Irregular part-time, sub. status)	current \$11.00	proposed \$11.04

Library Technical Assistant

In addition to being capable of the duties of a Library Assistant, Library Technical Assistants have specialized training, usually related to library-specific softwares. Common examples are processing inter-library loan requests (MeL items), copy cataloging and making shelf-ready new materials (working knowledge of the Evergreen integrated library system), and basic book-keeping.

Sheryl Card	(Regular part-time)	current \$11.04	proposed \$11.56
Dawn Moses	(Irregular part-time)	current \$11.00	proposed \$11.28

Assistant Librarian

Assistant Librarians are typically the highest in rank of a library's para-professional staff, with responsibilities that often overlap with some common Librarian responsibilities. Assistant Librarians are experienced and mature para-professionals who lack academic credentials. In addition to a working knowledge of the duties of Library Assistants and Technical Assistants, Assistant Librarians often provide reference and readers' advisory services, present and/or oversee programs, provide administrative support, and recommend procedures to improve library services.

Deb Bull	(Irregular part-time)	current \$10.10	proposed \$13.00
Marta Prieto-Seijas	(Regular part-time)	current \$11.00	proposed \$13.00

Librarian

Librarians perform the range of professional duties that ensure a community is able to access library services. Examples of responsibilities include reference and discovery of materials and information, information technology and digital collections, original cataloging and archives management, subject specialization (local history or children's literature, for example), collection development and management, program design and implementation, and delivering specialized patron services such as children's, teen, senior, or non-English speaking populations. Librarians typically perform management functions in the absence of a department head or director. Librarians possess an ALA-accredited Masters in Library Science.

Bonnie Reed	(Irregular part-time, seasonal)	current \$15.00	proposed \$15.00
Sarah Genereaux-Maddox	(Regular part-time)	current \$12.14	proposed \$15.00

Senior Librarian

Senior Librarians typically have at least five years of professional librarianship experience, and a strong background in one or more library specializations. Senior Librarians are management level, responsible for the operations of a particular department in larger library systems, for example, a Head of Youth Services, or for the day-to-day management of several junior librarians in smaller library systems. Senior Librarians often work closely with directors in the overall administration and strategic planning of a library system.

[N/A, 2018 budget]

Director

Directors have the main leadership role in a library system. Typical duties include preparing and overseeing the budget, developing employment and service policies, strategic planning, public and governmental relations, reporting to the library board, ensuring compliance with laws, fundraising, and all staff relations.

[John Roberts, Full-time, salaried]

Attachment A

Position Start Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Page	\$8.90	\$9.12	\$9.35	\$9.58	\$9.82	\$10.07	\$10.32	\$10.58
Library Assistant	\$10.00	\$10.25	\$10.51	\$10.77	\$11.04	\$11.31	\$11.60	\$11.89
Library Technical Assistant	\$11.00	\$11.28	\$11.56	\$11.85	\$12.14	\$12.45	\$12.76	\$13.08
Assistant Librarian	\$13.00	\$13.32	\$13.65	\$13.99	\$14.34	\$14.70	\$15.07	\$15.45
Librarian	\$15.00	\$15.38	\$15.76	\$16.15	\$16.56	\$16.97	\$17.40	\$17.83
Senior Librarian	\$18.00	\$18.45	\$18.91	\$19.38	\$19.87	\$20.37	\$20.87	\$21.40
Director	Salaried, as negotiated							

Pre-campaign ballot measure triage

In the early stages of a campaign it is crucial to gather a full understanding of your library's electoral history, the political environment in which your library exists, and the details of the ballot measure that your library is seeking to put before voters. The questions below will help guide you to determine the structure and scope of your campaign.

Fiduciary

- What is the type of funding or authority the library seeks?
- What is the wording of the question being put before the voters?
- What will the impact of this ballot measure be on the average voter?

Local knowledge

- Describe the legal area the library serves:
 - Concurrent borders?
 - Overlapping borders?
- What type of election / election cycle will this question be before the voters?
- What other offices, measures, or questions are on the same ballot as the library measure?
 - Concurrent and overlapping jurisdictions?
 - State or Federal?
- Number of registered voters in legal area? Age breakdown?
- Voter turnout in last election?
- Voter turnout in last comparable election?

Demographics of library service / vote area:

- Total population of legal area
- Adults in area
- Adults with children in K-12
- Children in K-5, 6-8, 9-12
- Male / Female
- Race / ethnic breakdown
- Average / median home income
- Educational attainment breakdown
- "By age" breakdown
- Number of households
- Homeowners vs. renters
- Average home price
- Average home EAV
- Tax impact of measure on "average home" per month / per annum
- Tax impact on \$100,000 value per month / per annum

Pre-election stakeholder engagement tour

Goals and process

The goal of a pre-election stakeholder engagement tour is to create new awareness among other organizations, agencies, and stakeholder groups in your community about how the library's budget or building project will affect the populations you both commonly serve, and the causes you both believe in. We hope to help you identify who among your counterparts will be most likely to engage in a coalition approach to developing and communicating about your library's plans.

It is important that the Board as well as the library director and staff plan to “leave the building” to have these conversations with community leaders and stakeholder representatives.

The first step in the process is to identify your own networks and relationships, and identify the community leaders in these spheres (Power Mapping):

- Educational stakeholders:
- Social Welfare and Religious:
- Governmental Agencies:
- Civic / Social Organizations:
- Business Organizations and Stakeholders:
- Politicians and Local Elected Officials:
- Other formal and informal community leaders:

Then make a plan for who will reach out and contact the community leaders and request a short meeting. Face-to-face discussions will yield much better results. Record and share the results of these conversations; note who was spoken to and the answers to the questions. Create and share a single comprehensive document and then review for themes.

Personal / Community Networks Survey

Ask each member of the Board and staff to answer these questions as best they can. The goal is to be able to map out the interpersonal relationships that library insiders have around the community, and to discover who on the library team can most quickly build relationships based on shared backgrounds.

Question: What community groups do you belong to?

List:

Question: Where do you live and where do you spend your time?

List:

Question: Whom do you know who knows everybody?

List:

Question: Whom are we missing?

List:

Power Mapping Your Voting Area

Who are the most influential groups, people, and organizations in your community?

1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

Power Mapping—Detailed Analysis

1. Educational Partners—“Who cares about education?”

Identify additional educational partners or potential partners for the library across your community. Include organizations, agencies, and stakeholder groups (formal and informal) that cover pre-K, K-12, after school, and college / career readiness. Include names of the people who run, organize, manage, or staff these organizations.

[illegible]

2. Social welfare and religious partners—“Who cares about the same populations?”

Identify current or potential partner organizations, agencies, and stakeholder groups that run or support Counseling Centers, Food Pantry, WIC, Jobs Training Center, Literacy Centers, Youth-Oriented Organizations, and other Human Services. Religious institutions and faith communities are an essential component of this survey.

[illegible]

5. Business Partners—“Who doesn’t know about libraries?”

Who are the biggest employers in town? Who runs and supports the various “main street” or CVB organizations in the community? Who is concerned about business growth and support? Who are your retail neighbors, including restaurants, bars, and services? Who are the key realtors in the community?

6. Politicians and elected officials—“Who else has constituents?”

Local, state, federal officials, including key former elected, who still have a role in the political life of the community.

7. Media and social networks—“Who needs to hear it first?”

What are the local sources of information and gossip in town? List out the newspapers, social media groups, bloggers, networkers, and connectors (gossips)?

Worksheet—Assessing the opposition to a library ballot measure

There are five sources of oppositional sentiment towards the library. It may be small and leaderless, it may be organized but otherwise unsupported, or it may be part of a larger activist push. They may or may not have funding to advance their agenda, but they do have a voice and a potential audience. You won't change their mind. But meeting with them is key. As a unit of government you have a responsibility to be transparent about taxes. As a library community you should stand on your values.

1. Elected officials are opposed or may just "sit the campaign out."

- Have any current elected officials made statements against the measure?
- Have former office-holders or candidates made the library a part of their platform?
- Are elected officials avoiding the library?

2. Zero-sum games are at work in town.

- Why did recent previous initiatives for schools, police and fire, parks, or libraries, fail?
- Was the opposition personality-based or ideologically driven?
- Is the community changing rapidly? Demographics or income or both?
- Is there an anti-immigrant or hate group in the community?

3. There is an organized or vocal "any tax is a bad tax" group.

- Is there a strong anti-tax group in the area?
- Is there a self-appointed watchdog group / individual?
- Is there a vocal opposition to tax measures or is there organization against government "waste"?
- Are there comments on online media or blogs already in opposition?

4. Residents are against staff or the Board, personally.

- Is there local outcry against the library staff or government employees?
- Does the community look unfavorably on the library leadership?
- Do your local political leaders support the Board and staff?

5. Materials challenges.

- Are there *frequent* materials challenges that come from an individual or group?
- Are there stories in local media about pornography or children's safety at the library?