

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
23 JANUARY 2018, 10:00AM**



1) CALL TO ORDER at 10:04

2) ATTENDANCE/INTRODUCTIONS:

- a) BoT present: K. Peress, M. Moran, R. Lucyk, D. Needham, Cook (ABSENT)
- b) BoC present: none
- c) Friends of the Library Representative: M.R. Gillooly (late)
- d) Staff present: J. Roberts, D. Bull
- e) Public present: S. Hurd

3) ADOPTION OF AGENDA:

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

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES

**MOTION: by Lucyk to approve December 19, 2017 minutes as amended (add Peress "absent")
Second by Peress
Motion approved**

5) CALL FOR PUBLIC COMMENT: none

6) REPORTS

a) Financial report/Approval of bills

The treasurer explained the problem seen last month that led to the tabling of the financial report. A few cells in the expenditures spreadsheet had become corrupted, and were easily discovered and corrected. The only column affected was the "Differences" in the November expenditures; the total November YTD expenditures were correct and remain at a total of \$264,647.09. The correct "difference" between YTD expenditures and Target is about \$60,000. Since the numbers are carried forward into this month, we can simply approve the December report and it will be covered.

The Director and the Treasurer met with Corinna Hervey of BCB on Dec. 20th to discuss anomalies in the reporting of Penal Fines revenue. They came away satisfied with the explanation offered, and with a better understanding of how the amounts get put into the Standard Budget Report. We still need to get the County Clerk's office to provide an accounting of the penal fines collected there. Fund Balances of the three Library Funds on 12/31, but before the final close of the county books, totaled \$820,595.43. Status of all three Fund Balances and corresponding Bank Balances appear in the Banking Report. Total Fund balance decreased by about \$3000 since the end of last year. Total 2017 YTD revenues at year end were \$339,548.75. YTD Expenditures were \$288,945.22. There was one line overspent,--- by \$229.55—Utilities. This will be covered by shifting funds from another line. The Treasurer then presented a more complete analysis of library finances in a flip-chart format.

**Motion by Peress to approve and accept the Financial Report
Second by Moran
Motion approved (Cook absent)**

**MOTION by Moran to pay bills, including outstanding Otwell Mawby invoice, for \$9811.94
Second by Peress
Motion approved by roll call Moran, Peress, Lucyk, Needham, (Cook absent)**

- b) Director's report (attached)
- c) Friends of the Library report (attached)
- d) Board of Commissioners Liaison communication: none
- e) DDA report: none
- f) Committee reports:
 - i) Strategic Planning – millage renewal recommendation: August 2018 renewal (5 year, .25)
 - ii) Communications: none
 - iii) Grants: Rotary grant has been received
 - iv) Millage - Discussion.

**MOTION by Moran to request the BoC approve a request to place a renewal request of the Library's Millage (.25 for 5 years), on the August 2018 ballot
Second by Lucyk**

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

7) UNFINISHED BUSINESS

- a) Employee handbook; Roberts update re. legal fees. Discussion.
- b) KCL/County Contract—Otsego's Seuryncck model – Committee developed.
- c) Penal fines: Moran update – *to be moved to 6) a)*
- d) Update by Lucyk re. commercial dehumidifiers – discussion. Will be looking for "local" source
- e) Water damage remediation: report by Roberts. Discussion.

8) NEW BUSINESS

- a) Annual meeting; election of officers

Motion by Moran to elect the following slate of officers:

Needham - President; Peress - Vice-President; Moran - Treasurer, Cook - Secretary; Lucyk – Trustee.

Second by Lucyk

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

- b) Merit fiber-optic proposal - Discussion
- c) County non-union policy – Discussion; Definitions of full- and part-time statuses – discussion.
**MOTION by Lucyk to adopt the revised wages scales
Second by Moran
Motion passed: Lucyk, Moran, Peress, Needham, (Cook absent)**

- d) Lucyk Board member renewal letter submitted with Board approval to BoC.

9) OTHER BUSINESS

- a) Roberts will report re. budget and plan for north-side property landscaping

10) ITEMS FOR FUTURE AGENDA:

- a) County Contract Committee: Needham and Moran and Cook

11) CALL FOR PUBLIC COMMENT: none

12) ADJOURNMENT AT 1:40p.m.

**Respectfully Submitted,
Deb Bull**

Director's report, January 2018

2017 Statistics:

1,420 active cardholders; 34,823 circulated items; 5,644 digital downloads; 4,160 program attendance; 2,030 inter-library loans; 8,180 computer sessions. Wi-Fi statistics should be available later this week.

Staffing:

Hired Debra Payne and Sarah Southwell as irregular part-time library assistants. Debra will be chiefly at the circulation desk, and Sarah will be chiefly assisting Dawn in technical services.

Programming:

We are very strong in this area. Makerspace, technology, and children's programs are earning much positive feedback. A community of mentors and enthusiasts is coalescing around maker-type programming.

We are putting effort into our collaborative programming, especially in the conservation and ecological-awareness areas.

Outreach:

Met with the conservation district, Au Sable Institute, and Primavera, to coordinate spring and summer programming. Met with Ginny Yost from KPS to assist her low-level reading class. Sarah and I visited a KPS technology and engineering class to assist with/troubleshoot 3D printing projects.

Staff Development:

I'd like to send Sarah and Marta to the Spring Institute conference in Grand Rapids, and myself to the Public Library Association annual conference in Philadelphia. I'm seeking state grant funding to defray the costs.

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(+) MTA meetings; Health & Welfare Committee

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Update for the Kalkaska County Library Board from

January 23, 2018

The Friends of the Kalkaska County Library

The Friends of the Kalkaska County Library did not have a regular meeting in December. But the Friends would like to report two very successful major fund raisers from December: their Christmas Raffle and their Christmas Silent Auction. The Christmas Raffle netted \$1,292.00 (that amount is \$500.00 more than last year's Raffle), and the Christmas Silent Auction brought in \$2,110.00 (and that amount was a whopping \$600.00 more than the previous year's Silent Auction!).

The Academea Club are not planning to do a Kayak Raffle this year --- so --- the Friends have purchased a kayak and will be conducting a Raffle! The starting date of the Kayak Raffle is April 1, and will run through the month of April, ending on April 30. More detailed information to come!