

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
20 FEBRUARY 2018, 10:00AM



1) **CALL TO ORDER** at 10:00a.m.

2) **ATTENDANCE/INTRODUCTIONS:**

- a) *BoT present: R. Lucyk, C. Cook, K. Peress, D. Needham, M. Moran*
- b) *BoC present: J. Sweet*
- c) *Friends of the Library Representative: M. Coville, M.R.Gillooly*
- d) *Staff present: J. Roberts, D. Bull*
- e) *Public present: D. Triplett, Dennis Hortman, Richard Otto*

3) **ADOPTION OF AGENDA:**

**MOTION: by Moran to approve agenda.**

**Second by Lucyk**

**Motion approved**

4) **ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES**

**MOTION: by Peress to approve January 23, 2018 minutes**

**Second by Lucyk**

**Motion approved**

5) **CALL FOR PUBLIC COMMENT:** (see item 8a)

6) **REPORTS**

Financial report/Approval of Bills

Looking at our banking analysis, we are missing a report on our balances at Chemical Bank. These are usually found as "Cash" components of our balance sheets, as one of the Assets but this month, the SBR's show only "unclassified" Total Assets. We have fund balances of \$391,966.11 in 271, \$107,567.12 in 471, and \$308,035.56 in 472. According to the SBR, our total fund balance of \$807,568.79 actually grew during 2017 by over \$45,000.

On the Revenues and Expenditures reports Budget numbers appear along the left edge of the two reports. We have budgeted \$320,800 in expenditures, including an \$11,100 Transfer of funds out, which we intend to put in the 472 fund. The Expenditures are balanced against Revenues of \$320,800.

Penal fines are off to a slow start, coming in almost \$1900 under expected. We had confirmation from Ms. Hervey that we would receive \$6,853, and that amount appears in our SBR. We hope this revenue improves through the year, but we have no control over that. Donations, Fines and Fees came in \$930 over expected. Interest reported on the SBR always seems to lag, because the County only reports it quarterly from our CDs. In fact, we earned about \$132 in our 271 CDs (and about \$534 in the 471 and 472 CDs) during the month of January. We underspent in all Expenditures Lines except Dental insurance, E-Collection and Building Grounds Maintenance. E-collection is actually not overspent, just paid early. The others are at least close to target.

- a) The Director and I have been working together on a new system for following our expenditures, and if successful, should save him time and energy. It will generate our monthly list of Bills to approve, automatically calculate how much remains of his budget in each line item, AND provide a means of cross-checking and reconciling the totals we submit to the County with the totals that come back reported on our SBR's.

**MOTION: by Lucyk to accept financial report from Treasurer Moran**

**Second by Cook**

**Motion approved**

**MOTION: by Moran to pay bills in the amount of: \$7836.64**

**Second by Lucyk**

**Motion approved: Moran, Lucyk, Cook, Peress, Needham**

- b) Director's report (attached)
- c) Friends of the Library report: Friends of the Library received an outstanding merit award from Michigan Library Friends Association. The Friends will receive a plaque and \$400 March 8<sup>th</sup>. (More on attached report).
- d) Board of Commissioners Liaison communication: Sweet assured BoT that he intends to be a regular presence.
- e) DDA report: Village and Conservation District received a beautification award for 2017 Tree Planting project and Kudos from "ReLeaf" organization for community collaborative effort.
- f) Committee reports:
  - i) Strategic Planning: Hurd believes that we are where we should be at this point.
  - ii) Communications: Brand Tonic report on Wednesday 2.21.18 at 9:00a.m.
  - iii) Grants: Hurd & Peress to meet with M. Yanz from c2ae to discuss grant opportunities.
  - iv) Millage: Wolcott and Roberts reviewed EveryLibrary documents. Are creating a "Political Landscape memo". There will be a presentation for review at the March BoT meeting. Roles & Responsibilities will be addressed. Deadline for Millage language deadline is 4:00p.m. May 15<sup>th</sup>, 2018.

## **7) UNFINISHED BUSINESS**

- a) Employee handbook discussion.
- b) KCL/County Contract—Otsego's Seuryncck model
- c) Discussion of water damage remediation. After extensive research, recommendation to purchase unit (see specs attached).

**MOTION by Cook to approve \$2025 for AMG HI-E Dry 100 Dehumidifier**

**Second by Moran**

**Motion approved Cook, Moran, Lucyk, Peress, Needham**

- d) Merit fiber-optic proposal: update by Roberts.
- e) County non-union policy; definitions of full- and part-time statuses: to be addressed by committee

## **8) NEW BUSINESS**

- a) Genealogy Society: collection relocation (moved to #5 for convenience of guests) 2<sup>nd</sup> most popular hobby (after gardening) in US and the 2<sup>nd</sup> most popular Internet search. Diagrams submitted (see attached) of current floor plan. Data re: other library practices (see attached). Collection has been updated and weeded. Needham suggests Roberts and a volunteer Committee need to review best options. Lucyk volunteered. Moran assured Triplett that Board is committed to resolving it. Triplett in agreement. Roberts reports that microfilm/fiche reader parts not available from manufacturer, would have to be sourced elsewhere.

**9) OTHER BUSINESS**

a)

**10) ITEMS FOR FUTURE AGENDA:**

- a) Employee Handbook
- b) KCL/County Contract – Seuryck Model
- c) Genealogy Space Issue
- d) Fiber Optic proposal update

**11) CALL FOR PUBLIC COMMENT: none**

**12) ADJOURNMENT AT: 11:15**

**13) NEXT MEETING: March 20<sup>th</sup> at 10:00a.m.**

**Respectfully Submitted,**

**Deb Bull**



**Director's Report**  
**February 2018**

**Circulation:** Total circulated items were 2,538, compared to 2,769 in 2017. Inter-library loan requests were 214 in January 2018, and 86 in 2017. The adult collections were down slightly, while juvenile and teen collections showed slight increases. Computer and wi-fi usage statistics won't be available until March.

**Staffing:** Our newest employees, Debra Payne and Sarah Southwell, are by all accounts performing excellently. Staff participated in defibrillator training.

**Programming:** Attendance at library programs and/or outreach activities is 433 in 2018. We've conducted 45 programs and/or outreach visits to date this year.

**Community Outreach:** Participated in the Conservation District's strategic planning; Marta continues to be involved in 5toOne planning and activities; Hosted area pre-school teachers who visited the library for an overview of programs and services (organized by Early Head Start); Reported on library activities to the BoC Health & Welfare Committee

**Awards:** We were the winning submission for the 2017 Outstanding Friends of the Library Merit Award. Valerie Shaw will be attending the Friends of Michigan Libraries' Spring workshop on March 8<sup>th</sup> to receive a plaque and \$400 check.



Friends of the Kalkaska Library Updates

February 20, 2018

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

As of January 23, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$10,182.95
New Library Saving/Checking	\$46,724.57

**\*Old Business:**

-Update: Final figures for:

Cookie Sale --- \$859.00

Christmas Raffle --- \$1,292.00

Christmas Silent Auction --- \$1,670.00

**\*New Business:**

- The Friends of the Library projected 2018 Budget: \$5,385.00.
- The anticipated Friends Event Calendar for 2018 was presented. (attached)
- Sponsored March Classes are in the process of being finalized.
- The Friends will be purchasing 100 additional Library Bags.
- By August, the newly appointed Friends Nominating Committee will have a slate to propose for next year's Friends Board of Directors.
- An outstanding idea from the Strategic Planning Committee, regarding a flyer, or the like, introducing our Library and what the Library offers, was presented and discussed.

**\*The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, February 27, 2018, at 4:00 P.M.**





## 2018 Friends Event Calendar

January --NOTHING!!!

Feb: <sup>10</sup>19<sup>th</sup> Valentine Basket Class

March: Craft Month

1. Birdseed Birdhouse
2. Basket Class
3. Lotion class
- 4.

April: Kayak Raffle (*starts April 1 - & ends April 30*)

May: Book Sale; *3rd, 4th, & 5th*  
Read A Thon *-for children - & adults this year*  
Painted chairs/fine art silent auction

June: Ice Cream Social?  
Classes

July: Garage Sale  
Picnic

August: Golf Outing

Sept: Classes

October:  
-Classes

November: Silent Auction Baskets  
Raffle

December Cookie Sale  
Baskets and Raffle continues

