

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
March 20, 2018 @ 10:00a.m.

1. Call to order by D. Needham at 10:01a.m.
2. Attendance/Introductions  
BOT present: D. Needham, M. Moran, K. Peress, C. Cook, R. Lucyk  
BOC Liaison: J. Sweet  
Friends of the Library Representative: M. R. Gillooly  
Others present: S. Hurd, H. Wales  
Staff present: J. Roberts, D. Bull, D. Payne

**DRAFT**

3. Adoption of Agenda  
**MOTION: by Moran to approve agenda**  
**Second by Cook**  
**Motion approved unanimously**
4. Acceptance and Approval of previous Minutes  
**MOTION: by Lucyk to approve February 20, 2018 Minutes**  
**Second by Peress**  
**Motion approved unanimously**
5. Call for public comment: none

6. Reports

6a. Financial Report/Approval of Bills

Banking analysis shows that the total library fund balance stands at **\$804,558**. The actual Bank balances with interest included up to Feb 28<sup>th</sup> total **\$805,265**, made up of **271** \$389,937; **471** \$107,567; and **472** \$307,052.

We are earning about \$655 a month on our CD's at the two Credit Unions.

271 Revenues and Expenditures reports: Penal Fines remain slow, with YTD nearly \$15,000, but \$2,550 less than targeted. Still have received no State Aid Salary reimbursement, so we appear to be \$275 behind there so far. Interest revenue will show when the County receives the bank statements at the end of the quarter. The \$10,000 figure in Grants Revenue SHOULD have been made to 472 and we will work to correct this error.

There are also a couple of anomalies in our 271 expenditures report: negative numbers in line 860 Travel and in line 933 Technology. We do not know at this point what caused these to appear. Normally we would assume these are "credits" to those lines, but last month the negative \$93.21 in Copier Maintenance, line 932 was found to simply reflect the correction of an error in entry to the general ledger. There was no significant activity in 471; The 472 fund took in \$11,680 in February, and spent \$2,524. This was due to about \$1670 in donations and a \$10,000 Rotary Charities grant to cover Brand Tonic fee.

Still trying to iron out wrinkles in the reconciliation of what we think we spend and what the county reports back to us, but the parts of the program that generate the Bills report and amount remaining in budget seem to be working well.

**MOTION: by Peress to accept Treasurer's Report**  
**Second by Cook**  
**Motion approved unanimously**

**MOTION: by Lucyk to pay bills in the amount of \$22439.50**

**Second by Moran**

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

6b. Director's report (**see attached**)

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

6d. Board of Commissioners Liaison communication: two individuals have been interviewed for BoC vacancy.

6e. DDA report: Collaborative Development Council meeting (12 counties) will be hosted by Kalkaska (for the first time) in June

6f. Committee reports

I.) Strategic Planning: **see attached email communication: Brand Tonic**

II.) Communication: no March meeting

III.) Grant: no March Meeting

IV.) Millage: August 7<sup>th</sup> ballot. Language will need to go to John MacNeal for vetting.

**MOTION by Cook to direct Roberts to prepare Millage renewal documents, present them to Sondee, Racine and Doren for review, in preparation for Board of Trustee approval at the April 25<sup>th</sup> 2018 meeting.**

**Second by Lucyk**

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

7. Unfinished Business

7a. Employee Handbook - no action.

7b. KCL/County contract ala Otsego's Seurnyck contract: Peress and Moran met with Otsego Library Director Derenzy, who stated that she was pleased by how the contract facilitated collaboration between the entities.

7c. Purchase of AMG HI-E Dry 100 Dehumidifier: imminent

7d. Merit Fiber-optic proposal: Roberts update

**MOTION by Lucyk to approve the Merit Fiber-optic contract, not to exceed \$7000.00**

**Second by Peress**

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

7e. County non-union policy; definitions of full- and part-time statuses – no action

8. New Business: none

9. Other Business: none

10. Items for future agenda

11. Call for Public Comment: none

12. Adjournment at 11:06

Respectfully submitted,  
Deb Bull, Recording Secretary

Next meeting: April 24<sup>th</sup> at 10:00a.m

**Director's Report  
March 2018**

**Statistics:**

Circulated items were 2,980 compared to 2,568 in 2017, and 236 inter-library loans compared to 204. Digital downloads were 489. 274 patrons attended a library program or were part of an outreach event. Computer sessions were 1,697 and wi-fi log-ins were 276 unique users.

**Community Outreach:**

- Cash, Gayenell, and I presented to the Michigan Collaborative Development Council, broadly on the library's current activities and initiatives, and our vision of future services.
- Collaborated with Kalkaska High School's Ginny Yost (Reading Specialist). The library is providing resources and assistance with two classes.
- Reported to the county Health & Welfare Committee.
- Renee Penny of the Kalkaska Conservation District, Marta and I hosted a native seedling planting program for the Crawford School students.

**Professional Development:**

Sarah Maddox and Marta Prieto will be attending the MLA Spring Institute conference in Grand Rapids March 22<sup>nd</sup> and 23<sup>rd</sup>. The Spring Institute's focuses are children's and teen services.

**Grants:**

- We'll be receiving an NLC Continuing Education grant in April, for about \$500.
- I'd like to use our NLC Enhancement Grant funds (\$4,600) to update our patron computers.
- I've submitted a grant to FAFCU for \$3,730.79 to update our staff comuters.



\*Friends of the Library Financial Update:

As of February 20, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$ 8,271.09
New Library Saving/Checking	\$47,399.57

\*Old Business:

- Marilyn Coville gave the Friends Board an update on the upcoming March ~~19~~ Classes. (Updated schedule attached.)
- Marilyn also shared the next major fund raiser for the Friends: the Kayak Raffle. The Kayak Raffle will start as soon as we receive the License from the State.
- An updated Friends of the Library Final Budget for 2017 was presented to the Friends Board. (-a copy is attached)
- The proposed project of promoting a Welcome Wagon will be explored further, and ~~will~~ in conjunction with the Strategic Planning Committee's Brand Tonic venture.

\*New Business:

- John Roberts shared a first for the Friends: the awarding of the Friends of the Michigan Libraries' Outstanding Merit Award, and \$400, to our Kalkaska County Friends of the Library! The award will be presented on March 9.
- The Friends O.K.'ed the purchase of \$500 worth of electronic "stuff" and leatherworking items requested by John.
- The July Garage Sale will be discussed at the ~~March~~ Friends Meeting.

*April*

\*The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, April 24, 2018, at 4:00 P.M.



## 2018 Friends Event Calendar

— Add to  
website  
calendar

### February-

18th Valentine Baskets

### March-

1<sup>st</sup> Markerspace, Disney Embroidered Bracelet, 3-5 P.M.

3<sup>rd</sup> Coaster Set, 10 A.M.

10<sup>th</sup> & 14 Quilting, 10 A.M. (10<sup>th</sup>) & 6 P.M. (14<sup>th</sup>)

7<sup>th</sup> Maple Leaf, Farm and Creamery, 6 P.M.

15<sup>th</sup> Markerspace Leather Dragonseak Poucn, 3-5 P.M.

24<sup>th</sup> Easter Baskets, 10 A.M.

### April-

Kayak Raffle, starts April 1, and ends April 30

### May-

3<sup>rd</sup>-5<sup>th</sup> Book Sale

17<sup>th</sup> Read-A-Thon

Painted Chair and Fine Art Auction

### June-

Ice Cream Social

Classes

### July-

Garage Sale

Picnic

### August-

Golf Outing

### September-

Classes



**FOL Final Budget 2017**  
**2-27-18**

	<b>BUDGET</b>	<b>SPENT</b>	<b>BALANCE</b>
Non Profit Corporation	\$80.00	-\$25.00	\$55.00
ALTAFF Dues	\$50.00		\$50.00
Michigan Friends Dues	\$30.00	-\$30.00	\$0.00
Postage, envelopes, checks	\$250.00	-\$235.21	\$14.79
Books for Babies	\$600.00	-\$598.21	\$1.79
Butterfly Garden	\$50.00		\$50.00
Calendars	\$125.00	-\$105.00	\$20.00
Library Programs	\$3,000.00	-\$2,042.45	\$957.55
Raffle License	\$50.00	-\$30.00	\$20.00
Marketing / Book Pages	\$500.00	-\$324.00	\$176.00
Discretionary Spending Fund	\$250.00	-\$49.99	\$200.01
<b>2017 BUDGET TOTALS</b>	<b>\$4,985.00</b>	<b>-\$3,439.86</b>	<b>\$1,545.14</b>

