

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



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