

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
24 April 2018, 10:00a.m.

DRAFT

1. Call to order by Needham at 10:00a.m.
2. Attendance/Introductions
BOT present: R. Lucyk, C. Cook, M. Moran, D. Needham, K. Peress: absent
BOC Liaison: absent
Friends of the Library: MR. Gillooly
Others present: S. Hurd, Jennifer Lake from Brand Tonic
Staff present: D. Bull, (Roberts absent)
3. Adoption of Agenda
MOTION: by Lucyk to approve agenda as amended: J. Lake and Brand Tonic to be brought forward out of courtesy: following public comment (item 5.)
Second by Cook
Motion approved (Peress absent)
4. Acceptance and Approval of previous Minutes
MOTION: by Moran to approve 20 March 2018 Minutes
Second by Cook
Motion approved (Peress absent)
5. Call for public comment: none.

*Brand Tonic: Communication Plan. Suggestion: Library may need a campaign consultant. Treasurer will take recommendations into consideration for 2019 budget. Email was sent to Roberts (absent) & Lake, informing Roberts of the need to facilitate consultations between Lake and TADL technology team re: suggested website modifications.

6. Reports

6a. Financial Report/Approval of Bills

Banking analysis shows that the total library fund balance stands at \$777,322. The actual Bank balances with interest included up to March 31st total \$778,457, made up of: 271 \$354,693, 471 \$115,542, and 472 \$307,086. The total is approximately \$27,200 less than last month.

Penal Fines remain slow, at only \$23,344 YTD, which is \$2,900 less than targeted. Still no State Aid Salary reimbursement, so we appear to be \$575 behind there so far. We earned in excess of \$600 last month on our CD's at the two Credit Unions, so Interest revenue is actually on-track in 271, and should show in the SBR when the County receives the statement at the end of the quarter.

Some confusion occurred as we tried to correct the question of accounting for the \$10,000 grant revenue received last month. It got credited to 471 instead of 472.

Apparently, they misunderstood our intent to establish a budget of \$10,000 in 471 Building fund to cover the dehumidifier purchase, with the need to move the Grant revenue of \$10,000 from 271 to 472. We have now emailed a request to C. Hervey to make the proper corrections.

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There are no serious concerns in any of the revenue and expenditure lines so far this year.

MOTION: by Cook to accept Treasurer's Report

Second by Lucyk

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

Moran reports we are still finding discrepancies between bills submitted and reports from County, making it difficult to reconcile agreement between lists.

MOTION: by Moran to instruct the Director to submit bills to the County at his discretion, through the remainder of 2018

Second by Cook

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

MOTION: by Moran to authorize payments listed bill summary 4.23.18 in the amount \$9652.25

Second by Cook

Motion approved by Moran, Cook, Lucyk, Needham (Peress absent)

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

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

6d. Board of Commissioners Liaison communication: none

6e. DDA report: waiting on language from the state on DDA TIF language

6f. Committee reports

I.) Strategic Planning Brand Tonic presentation See item 5

II.) Communications- meetings suspended until further notice, pending activity

III.) Grant – meetings suspended until further notice, pending activity

IV.) Millage – millage renewal renewal: 2019

7. Unfinished Business

7a. Employee handbook discussion/approval.

MOTION: by Moran to adopt Employee Handbook as presented

Second by Lucyk

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

7b. KCL/County contract –Otsego's Seurycnck model – no action

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

8. New Business

8a. Staff and committee member community organization memberships

MOTION by Lucyk to budget from Public Relations (item 880) membership dues to Rotary or Kiwanis for the Director and SPC Chairperson, subject to annual review.

Second by Cook

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

8b. Strategic Plan resolution (**see attached**) – Cook will address verbiage that

needs attention. Move to May BoT meeting for action. (Document title is wrong: should be "Master Plan".)

9. Other Business

9a. The Vietnam War "Moving Wall" Memorial visit call for volunteers for May 17-21

9b. Hurd would like BoT members to bring list of at least 5 names, addresses, emails and/or phone numbers of acquaintances who are capable of making major donations to the New Library Fund. Lucyk would like a reminder email sent.

9c. Cook will be meeting with a TADL technician and a fiber-optic representative on April 26th at 1:00, to explore details on installation of fiber optic lines.

9d. Lucyk had questions about public computer monitoring practices.

10. Items for future agenda

10a. Voter Perception study, per the April Board of Trustee packet – no action, discuss in May.

10b. County non-union policy; definitions of full- and part-time statuses. – no action

10c. Strategic Plan resolution (see item 8b.)

11. Call for Public Comment: none

12. Adjournment at 11:44

Respectfully submitted,
Deb Bull
Recording Secretary

Director's Report, April 2018

- Circulation has been consistently trending upwards in calendar year 2018, compared to 2017. 10,212 items against 9,925 items, attributable mainly to significant gains in children's and teen circulation. There were 624 digital downloads and 179 inter-library loan requests.
- 425 patrons attended library programs and/or were present at an outreach event in the past month. I'm pleased to relate that a \$100 donation was made to the library in appreciation for received technology assistance.
- The Au Sable Institute is contributing \$900 in native seedlings to the library's spring landscaping efforts.
- Key results from a recent study of voter perceptions and support of public libraries is included in April's board packet, along with performance summaries for our county's grade school children. I've also included several resources relating to early literacy. In brief, far too many of Kalkaska's children are entering kindergarten lacking the fundamental early literacy skills they need to succeed. I consider advocacy and support for early literacy in our community the library's most important overall activity, and a core value that Kalkaska voters should commonly acknowledge and support.
- John MacNeal, our former attorney at Sondée & Racine, retired recently. Karrie Zeits is our new attorney. According to Karrie, and confirmed by Val Thornburg, the library's current millage expires in 2019. My current understanding is that the most likely scenario is that the library would be on the August 2019 ballot with the roads commission, recycling, and possibly animal control. The dating of the resolution Karrie prepared can be updated. It's my current understanding that the library can opt out of DDA capture language.
- A resolution to approve the library's strategic plan is included in the board packet.

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

As of March 20, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$ 8,204.98
New Library Saving/Checking	\$47,399.57

***Old Business:**

- The Friends will have their annual Garage Sale Memorial Day weekend (May 25 & 26).
- The Friends will also be raffling off a ten foot kayak. Raffle Ticket sales will start April 1, and continue through April 30. The winner will be drawn on April 30. All funds raised will go into the New Library Building Fund.

***New Business:**

- Our annual Book Sale is scheduled for May 3, 4, &5 at Northland's Hallway. If you have books to donate that are in good condition, please bring them in to the Library. On May 2nd, starting at 1:00 P.M., we will be setting up, and could use lots of help. Money raised will be going into our General Fund, and utilized for Library programs and other Library needs.
- Also scheduled for May --- our Friends Silent Auction (May 1-June 8). We will be auctioning painted chairs and fine arts items. If you have an item to donate, please bring it to the Library before May 1st. And be sure to stop in and bid on the items! All funds raised from the Auction will go into the New Library Building Fund.
- Last year's Read-a-Thon was such a success (thanks to our eleven year old Friend Celina Castaneda), that the Friends will be sponsoring the event again --- on May 17. P year Celina read for eight hours straight --- and raised almost \$1,000! This year, we hope to expand to more kids and also adults. The event will begin at 3:30 P.M. and end at 7:30 P.M. --- with a pizza party! Pledge Sheets will be available at the Library, along with rules for both kids and adults. We hope to make this a fun event! Please join us!

***The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, May 22, 2018, at 4:00 P.M.**

2018 Friends Event Calendar

February-

18th Valentine Baskets

March-

1st Markerspace, Disney Embroidered Bracelet, 3-5 P.M.

3rd Coaster Set, 10 A.M.

10th & 14 Quilting, 10 A.M. (10th) & 6 P.M. (14th)

7th Maple Leaf, Farm and Creamery, 6 P.M.

15th Markerspace Leather Dragonseak Poucn, 3-5 P.M.

24th Easter Baskets, 10 A.M.

April-

Kayak Raffle, starts April 1, and ends April 30

May-

3rd-5th Book Sale

17th Read-A-Thon

May 1st-June8th Painted Chair and Fine Art Auction

25 & 26 Annual Garage Sale

June-

Ice Cream Social

Classes

July-

Picnic

August-

Golf Outing

September-

Classes

October-

Classes

November-

Silent Auction Baskets & Raffle

December-

Cookie Sale

Baskets and Raffle continue