

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
19 December, 2017

1. Call to order: Meeting called to order by __R. Lucyk____ at __3:02pm__

2. Needham appoints Lucyk meeting chair

3. Attendance/Introductions

BOT present: D. Needham, R. Lucyk, M. Moran, C. Cook

BOC present: None

Friends of the Library Representative: None

Others present: S. Hurd

Staff present: J. Roberts



4. Adoption of Agenda

MOTION: by _Cook_____ to approve agenda (as amended)

Second by Moran

Motion approved

5. Acceptance and Approval of previous Minutes

MOTION: by _Cook_____ to approve November 21, 2017 Minutes as amended in items 6 and 8

Second by Moran

Motion approved

6. Call for Public comment: None

7. Reports

7a. Financial Report/Approval of Bills

MOTION: by _Cook_____ to table Treasurer's Report until January 2018 meeting

Second by Needham

Motion approved

MOTION: by _Cook_____ to pay bills save for the Otwell Mawby invoice

Second by Moran

Motion approved by roll call [Cook, Moran, Lucyk, Needham]

7b. Director's report (see attached)

7c. Friends of the Library report: None

7d. Board of Commissioners Liaison communication: None

7e. DDA report:

7f. Committee reports

i. Strategic Planning: L. Wolcott, millage assistance; Hurd update regarding Brand Tonic

MOTION: by _Cook_____ for Roberts and Wolcott to form a Millage Committee and report to the Board in January 2018

Second by Moran

Motion approved

- ii. Communications: Rotary Charities SEED Grant application. Rotary will approve/deny at its January 4th, 2018 meeting

- iii. Grants:

MOTION: by Needham to authorize the submission of the Rotary Charities SEED Grant Application on 19 December 2017.

[Resolution attached]

Second by Moran

Motion approved

8. Unfinished Business

- 8a. Employee Handbook: Sondee, Racine, Doren edits. Roberts will update re. attorney fees at January meeting
- 8b. KCL/County Contract – Otsego's Seurnyck model
- 8c. Penal fines: Meeting scheduled with Corinna December 20th
- 8d. Report by Lucyk: model comparison of commercial dehumidifiers
- 8e. Report by Roberts: water damage remediation. Proposal by Archer Contracting will be submitted to board at January's meeting
- 8f. Millage renewal pre-campaign triage document. See Director's report

9. New Business

9a. None

9b.

10. Other Business

10a. Budget and plan for northside property landscaping

10b.

11. Items for future agenda

11a. 2018 Millage

11b. Update on Dehumidifiers

11c. Northside property fencing/landscaping

12. Call for Public Comment: none

13. Adjournment at: 4:21 pm

Respectfully submitted,

John Roberts

Director

Acting Recording Secretary

Director's Report: November / December 2017:

Circulation:

2,117 items (versus 2,363 in 2016). Reflects a slight decrease in the juvenile and large print collections. 145 inter-library loan requests. 368 digital downloads. 8,180 computer sessions to date in 2017, on track to be virtually the same as 2016.

Programming:

- 69 adults, 15 teens, and 77 children attended a program and/or an outreach event.

Outreach: Marta and John attended a Northland Library Cooperative Technology Conference. The Kalkaska Library demonstrated 3-D printing and our Silhouette Cameo materials cutter, and hosted social media breakout sessions.

Staffing:

[See attached Statement of proposed position descriptions and wages]

Misc.: [See attached Pre-campaign ballot measure triage]

Notes for Treasurer's Report of December 21, 2017

Library bank balances as of the end of November totaled \$820,857, which is about \$40,453 less than the previous month due to paying for major project—N property demolition. Total Fund balances agree closely (\$819,564).

You can see the bank balances and fund balances of the three Library funds in the Banking Report sheet. We are earning about \$650 per month on our CD's.

271 Revenues are below target for the year by about \$6,650 so far. Again, penal fines are the reason, and continue to be a puzzle. This month, as you can see in the SBR, there was zero activity for the month, however, the YTD total INCREASED from \$ 91,810 last month to \$101,064 this month. The upshot is, Penal fines are running behind projections by about \$14,435. Meeting is set with Corinna of BCB for 10:00 tomorrow.

Total 271 Expenditures are more than \$51,538 below YTD projections, at \$264,647 so far. Several of our line item budgets have been increased already, but we now need to cover minor shortfall of \$8.57 in Unemployment tax, and \$8.37 for a Tax Tribunal refund to some taxpayer(s). Books budget needs adjusting as we have already spent \$13,389 against a \$13,000 budget. Will work with the Director to make the necessary adjustments.