

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
22 May 2018, 10:00

**DRAFT**

1. Call to order by D. Needham at 10:00a.m.
2. Attendance/Introductions  
BOT present: M. Moran, D. Needham, R. Lucyk, C. Cook, (Peress absent)  
BOC Liaison: none  
Friends of the Library Representative: M.R. Gillooly  
Others present: S. Hurd  
Staff present: J. Roberts, D. Bull, D. Payne
3. Adoption of Agenda  
**MOTION: by Cook to approve agenda**  
**Second by Lucyk**  
**Motion approved**
4. Acceptance and Approval of 24 April 2018 Minutes  
**MOTION: by Moran to approve as amended**  
**Second by Cook**  
**Motion approved**
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 \$757,824.60  
The actual Bank balances with interest included up to April 30 total \$760,107, made  
up of : 271 = \$335,848, 471 = \$106,147, and 472 = \$318,101. The total is  
approximately \$20,633 less than last month, as we spend down fund balance  
because millage revenue has not been credited to us yet.  
Revenues and Expenditures: Expenditures are \$22,352 for the month, and \$98,734  
YTD. Penal Fines remain slow, at only \$23,344 YTD, which is \$11,656 less than  
targeted. We've still not received expected State Aid, and are about \$6500 behind  
on that. We earned almost \$670 last month on our CD's at the two Credit Unions.  
Interest revenue is should show in the SBR when the County receives the  
statement at the end of the quarter in June. On the Expenditures side, we are a bit  
over on Building/Grounds maintenance for 1/3 of the year, and will have to watch  
this area. We did not get a budget established yet in 471, and this made us appear  
on the County's Overage report when we bought the dehumidifier. We should put  
through an amendment to establish a \$3500 budget there, from fund balance.  
Note that a change was made to the Bills Report last month: John corrected an  
error with the vendor called "MicroMarketing" which reduced the amount of bills  
paid to \$9419.06.  
We still have the problem that submitted amounts do not match reported back  
amounts. I'm expecting that we will see improvement in this as we adopt the  
procedure of taking invoices over to County for immediate payment rather than  
holding for Board Approval.

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

**MOTION: by Moran to approve expenditures in the amount of \$8567.09**  
**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: North lot water rates availability fee changed to irrigation account, to be billed separately & sewer fee gone. 5/20/18 @ 3pm landscape flowers to be planted.
- 6f. Committee reports
  - I.) Strategic Planning
  - II.) Communications – committee is on hold
  - III.) Grant – committee meetings are on hold, but Hurd is checking into Dollar General grant opportunity; Up North Grill willing to host fundraising
  - IV.) Millage – Wolcott & Roberts will meet in the fall in anticipation of an early election in the 2019 cycle, ie: May
- 7. Unfinished Business
  - 7a. KCL/County contract – Otsego's Seuryneck model: Nothing to report..
  - 7b. County Non-union policy, definitions of full-and part-time statuses SwipeClock issues being addressed.
  - 7c. ~~Strategic Plan resolution~~ error – resolved previously
  - 7d. Donor recommendations: discussion
  - 7e. Merit/fiber optic installation: Cook update – more information pending re; boring fiber-optic cable under US 131
  - 7f. Public computer monitoring practice – TADL oversight via Sysco, staff monitoring
  - 7g. Voter Perception Study: Roberts update, deeply concerned about K-3 data
  - 7h. Brand Tonic budget - discussion

**MOTION: by Lucyk to determine which items from the Brand Tonic proposed budget to implement, as determined by Hurd, Roberts and Needham, for up to the \$12,500.00 designated for marketing.**

**Second Moran**

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

- 8. New Business
  - 8a. Sarah Southwell - kudos to her and Deb Payne (latest new hires)
- 9. Other Business
  - 9a. Director gardening/maintenance
  - 9b. Dehumidifier working as expected
  - 9c. North Property name ideas
  - 9d. Query about local resources addressing the opioid addiction crisis

10. Items for future agenda
  - 10a. Brand Tonic update

11. Call for Public Comment: none

12. Adjournment at 11:50

Respectfully submitted,  
Deb Bull  
Recording Secretary

## Director's Report, May 2018

- Circulation: 12,888 items have been circulated to date this year, compared to 13,168 in 2017. We've seen circulation increases, or virtually no change, in all locations of the collection, except for adult fiction and nonfiction, which is down 239 items to date, compared to last year. There have been 1,697 individual computer sessions this year, and 165 inter-library loan requests. 373 patrons attended programs or were present at an outreach event this past month.
- The Friends of the Library donated \$500 to landscaping expenses, and the Au Sable Institute donated seedlings worth \$1,000. Thank you to Cook and Lucyk, especially, for a great deal of time and expertise with the fencing installation.
- Five desktop computers and one laptop computer were purchased to replace our obsolete computers. We'll be reimbursed for the purchases via a Northland Coop Enhancement Grant. The replaced computers were at least eight years old. A reasonable replacement schedule going forward would be four to five years.
- Library staff will be chiefly focused on Summer Reading preparations the remainder of May and early June.

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

As of April 24, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$ 8,416.35
New Library Saving/Checking	\$47,761.25

**\*Old Business:**

- The Friends will have their annual Garage Sale on June 1<sup>st</sup> and 2<sup>nd</sup> (with Set-up on May 31 at 10:00 A.M.)
- The Friends' Kayak Raffle was quite a success! All funds raised will go into the New Library Building Fund.
- The Annual Book Sale was also a success! (May 3<sup>rd</sup> through the 5<sup>th</sup>) Money raised will go into our General Fund, and will be utilized for Library Programs and other Library needs.

**\*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 2<sup>nd</sup>, 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.
- Our Friends Silent Auction (May 1-June 8). We will be auctioning painted chairs and fine arts 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. This year, the Read-a-Thon will be expanded to include more young people and also adults. The event will begin at 3:30 P.M. and end at 7:30 P.M. --- with a pizza party! Pledge
- During a bit of brainstorming, additional fund raising ideas which the Friends could help with, such as pledges, bricks, and "special touches" (fireplace?), were brought up --- for future consideration by the Library Board.

\*The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, June 26, 2018, at 4:00 P.M.

## **2018 Friends Event 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**

**May 1st-June8th Painted Chair and Fine Art Auction**

**Second Annual Conservation Series:**

**-Soil Health, May 21**

**-Invasive Species, May 9**

**-Understanding the Weather, May 16**

**-Forestry vs. Logging, May 23**

**-Native Species. May 30**

### **June-**

**1<sup>st</sup> & 2<sup>nd</sup> Annual Garage Sale (with Set-up May 31)**

**Ice Cream Social**

**Classes**

### **July-**