

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



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 (**see attached**). 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.

*Brand Tonic presented proposed marketing budget / schedule for 2018-19*  
DB

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 Corinna to make the proper corrections.

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 2019, (not 2018).

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 Seuryneck 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 26<sup>th</sup> 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 BoT 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