

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
26 JUNE 2018, 10:00AM**

DRAFT

1) CALL TO ORDER: D. Needham 10:01

2) ATTENDANCE/INTRODUCTIONS:

- a) *BoT present: D. Needham, K. Peress, M. Moran, R. Lucyk, C. Cook*
- b) *BoC present: J. Sweet*
- c) *Friends of the Library Representative: M.R. Gillooly*
- d) *Staff present: J. Roberts, D. Payne*
- e) *Public present: None*

3) ADOPTION OF AGENDA:

MOTION: by Peress to approve agenda.
Second by Moran
Motion Carried

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES

MOTION: by Lucyk to approve minutes as presented.
Second by Cook
Motion Carried

5) CALL FOR PUBLIC COMMENT: None

6) REPORTS

- a) Financial report/Approval of bills

Notes on Treasurer's Report, June 26, 2018

Banking analysis shows that the total library fund balance stands at \$747,763 (and change.) The actual Bank balances with interest included up to May 31 total \$751,124, made up of: 271 = \$317,465, 471 = \$106,298, and 472 = \$327,361.

The total is approximately \$8,983 less than last month. Difference between what county shows as Fund Balance and what we know Bank balance to be is about \$3,361, about \$1,248 of which is interest on our CD's. Can't explain the other \$1,100.

Turning to the Revenues and Expenditures reports: Expenditures are \$24,013 for the month, and \$122,718 YTD. Penal Fines are very slow, at only \$28,170 YTD, which is \$15,580 less than targeted.

We've still not received expected State Aid, and are about \$6500 behind on that. We earned almost \$650 last month on our CD's at the two Credit Unions. Interest revenue should show up in the SBR when the County receives the statement at the end of the quarter in June.

We are pretty much staying on target for expenses; B/G maintenance is now back in line, and Professional Serv/Edu difference is coming down. For some reason, our attempt to establish a budget in 471 has not yet registered.

The Treasurer is cautiously optimistic that our new policy of submitting bills for payment as they arrive instead of holding for Board approval is having a positive effect on our ability to reconcile *submitted versus reported back* amounts.

MOTION: by Peress to accept the report as presented.

Second by Lucyk

Motion Carried.

MOTION: by Moran to pay bills of 9,824.66 as presented.

Second by Cook

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

- b) Director's report (attached)
- c) Friends of the Library report (attached)
- d) Board of Commissioners Liaison communication – No report
- e) DDA report: Cook
- f) Committee reports:
 - i) Strategic Planning:

MOTION: by Lucyk to allow the expenditure of \$2400 for development of a trifold brochure.

Second by Moran

Motion Carried (Lucyk, Moran, Cook, Peress, Needham, all ayes)

- ii) Communications: No report
- iii) Grants: No report
- iv) Millage: No report

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryck model: no report
- b) County non-union policy; definitions of full- and part-time statuses: discussion, to be further addressed at next meeting
- c) Merit/fiber-optic installation: Cook update
- d) Gardening maintenance: Roberts update
- e) North property name ideas: Roberts update
- f) Local resources re. opioid crisis: Lucyk update – Living Well Kalkaska – needs volunteers

8) NEW BUSINESS

- a)
- b)

9) OTHER BUSINESS

- a)
- b)

10) ITEMS FOR FUTURE AGENDA:

- a) **Overdrive/Digital Book Usage**

11) CALL FOR PUBLIC COMMENT: None

12) ADJOURNMENT AT: Lucyk, supported by Cook at 11:21 a.m.

**Respectfully Submitted,
Debra Payne**

Next Meeting: July 24 at 10 a.m.