

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
23 OCTOBER 2018, 10:00AM**

1) CALL TO ORDER at 10:00

2) ATTENDANCE/INTRODUCTIONS

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

BOC: J. Sweet

FRIENDS:

STAFF: J. Roberts, D. Bull

GUESTS/PUBLIC: L. Clark, L. McCallum

DRAFT

3) ADOPTION OF AGENDA:

MOTION by Moran to approve agenda, with changes: move L. Callum presentation* to immediately following Adoption of Agenda; add CD renewal to 7a.; eliminate item 8c

SECOND by Peress

MOTION PASSED

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES

MOTION by Lucyk to approve September 25, 2018 minutes as presented

SECOND by Cook

MOTION PASSED

5) PUBLIC COMMENT: Candidate Forum, 7pm at the Kalkaska High School Wednesday Oct 24

6) Fundraising presentation: Leah McCallum of Blue/Orange.

7) REPORTS

a) Financial report/Approval of bills

At the end of September, our total Library fund balance was \$890,518, vs. \$906,958 the month before, a decline of just \$16,440. The three sub-fund balances are (rounded) **271:** \$450,292 **471:** \$106,924 **472:** \$333,302 and we continue to earn in the neighborhood of \$670 a month on our CDs. It is pleasing to note that as of September 30, our fund balances agree exactly with the BANK balances obtained on-line from the financial institutions' websites, with the exception of the \$250 discrepancy in 271, which is the "petty cash" that we never bother to account for in these reports.

Our Revenues picture has only a small shortfall in current tax revenues, but penal fines did not get credited to us this month, which explains our being increasingly behind target there. Other Revenue lines failed to offset those two shortfalls, and so it appears that we are \$2411.96 in red on revenue, but aren't concerned due to pending penal fine revenue yet to be posted.

Our September YTD expenditures look good with only small and declining YTD overages.

Looking back to the Banking analysis, we note that there is a balance of \$327,211 in Huntington Bank. This is the sum of the Cash balances in each of our 3 sub-funds: (\$281,199 + \$1507+ \$44,505) and it is not earning us much of anything. Interest rates are going up, and we should take advantage of that for the Library. Would like a Board Action to buy an interest-bearing CD with some of this money.

MOTION by Moran to instruct the County Treasurer to purchase on or before October 31, 2018 at Huntington Bank a 3 month Certificate of Deposit in the amount of \$200,000:

SECOND by Cook

MOTION PASSED: Moran, Cook, Peress, Lucyk, Needham

MOTION by Moran to investigate options for re-investment of 4Front Certificates of Deposit #S105 and S601 at their maturity in November and reinvest the funds to the optimal benefit to the library.

Second by Peress

Motion passed: Moran, Peress, Cook, Lucyk, Needham

MOTION by Cook to accept Treasurer's Report

SECOND by Lucyk

MOTION PASSED: Needham

MOTION by Lucyk to approve expenditures in the amount of \$11,139.23

SECOND by Cook

MOTION PASSED: Lucyk, Cook, Moran, Peress, Needham

- b) Director's report (see attached)
- c) Friends of the Library report (see attached)
- d) Board of Commissioners Liaison communication: budgets are under review. No word back on Library handbook
- e) DDA report: 340 passengers for rail color tour went very smoothly;
- f) Committee reports
 - i) Strategic Planning: brochure easily updateable, and is ready except for local photographs. Robert's believes that Green/Orange has skills that compliment SPC Chair's skills and which BOT needs to move fundraising forward. Needham would like to see a specific proposal with estimated costs/fees, timeframe.
 - ii) Communications: no action
 - iii) Grants: no action
 - iv) Millage: no action

8) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryck model: no action
- b) County non-union policy; definitions of full- and part-time statuses- no action
- ~~c) High School athletic sign—update~~
- d) Library CD renewals – next month's meeting (see motion above in Treasurer's report)
- e) Director evaluation – Bull to assist Needham in using Survey Monkey software to evaluate director.

9) NEW BUSINESS

- a) Discussion/approval of 2019 budget – no concerns at County level.
MOTION by Moran to approve and adopt 2019 budget
Second by Peress
Motion passed: Moran, Peress, Lucyk, Cook, Needham
- b) Friends of the Library / Fundraising – no action
- c) Action for staff regarding vacation time - move to future agenda
- d) 2018 Staff evaluations and 2019 payroll - move to future agenda

10) OTHER BUSINESS - none

11) ITEMS FOR FUTURE AGENDA:

- a) **Liability insurance – actual risk or formula, other?**
- b) **Blue/Orange proposal**
- c) **SwipeClock staff benefit clarification**
- d) **Staff evaluations**

12) CALL FOR PUBLIC COMMENT: Academea Club Silent Auction will be held at United Methodist Church at 9-am (bidding closes at 10:30) Saturday October 27th.

13) ADJOURNMENT AT 12:04

Respectfully submitted

-Deb Bull

Director's Report
23 October 2018

- Circulation is at 30,692 for the 12 month period. 7,291 computer sessions and 6,884 wi-fi sessions. 1,869 ILL requests to-date this year.
- 5,812 patrons have attended 259 programs or outreach events to-date this year.
- The logistics of on-site book delivery to Kalkaska Public Schools is in process, likely to be in full swing in November.
- Cataloging the genealogy collection is in process.
- Thanksgiving closings: November 22nd and 23rd (Thursday and Friday)

