

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

1) CALL TO ORDER: 10:00 a.m. R. Lucyk

2) ATTENDANCE/INTRODUCTIONS:

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

DRAFT

3) ADOPTION OF AGENDA:

MOTION: by Cook to approve agenda with amendment to insert motion
Second by Moran
Motion Carried

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES

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

5) CALL FOR PUBLIC COMMENT: None

6) REPORTS

- a) Financial report/Approval of bills

MOTION: by Cook to authorize the county treasurer to withdraw \$15,000 from FAFCU (account 472-000-003.000) to purchase a 13-month CD at 4Front Credit Union.

Second by Moran

Roll Call: Cook, Moran, Lucyk all ayes. Motion Carried

At the end of August, our Total Library fund balance was \$906,958. vs \$913,156 the month before. The three sub fund balances are: (rounded)

271 \$466,882

471 \$106,459

472 \$333,617

and we continue to earn in the neighborhood of \$670 a month on our CDs.

Our Revenues picture looks good, with only a small shortfall in current tax revenues, and penal fines only \$2,700 behind target. Other Revenue lines that are *ahead* of target offset these shortfalls by over \$4,600.

Our August YTD expenditures look good as well, the overages YTD minor and declining from previous months. Total Expenditures are less than YTD target by about \$7,800.

Looking back to the Banking analysis, we note there are two CD's which will mature in November 2018 at 4Front C.U. We may want to take a Board Action in October to decide on reinvesting.

Further, right now we have a balance of almost \$16,000 in the "Regular Shares" account at FAFCU, where it is earning nearly nothing. I have had the County Treasurer check for CD opportunities at FAFCU, 4Front and Huntington, and would like a Board Action to buy a CD with some of this money.

**MOTION: by Cook to approve the financial report as presented.
Second by Moran
Motion Carried**

**MOTION: by Moran to pay bills \$8,377.19
Second by Cook
Motion approved by roll call [all ayes]**

- b) Director's report (attached)
- c) Friends of the Library report (attached)
- d) Board of Commissioners Liaison communication - none
- e) DDA report:
- f) Committee reports:
 - i) Strategic Planning: Roberts update
 - ii) Communications: Roberts update
 - iii) Grants: No report
 - iv) Millage: Roberts update

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryneck model: committee installation
- b) County non-union policy; definitions of full- and part-time statuses
- c) Merit/fiber-optic installation: Roberts update
- d) SPC credit card: Roberts update
- e) High School scoreboard advertising – no update
- f) Library CD renewals – next month's meeting
- g) Annual meeting and director evaluation

8) NEW BUSINESS

- a) Discussion/approval of 2019 budget
- b) December meeting time: SPC at 2:00pm, BoT at 3:00pm
- c) Additional 471 funds for repairs

9) OTHER BUSINESS - none

10) ITEMS FOR FUTURE AGENDA:

- a) **Action for Staff Regarding Vacation Time, KCL/Seuryneck Model**
- b) **Friends of the Library/Fund Raising**
- c) **CD Renewals**
- d) **Discussion/Approval of 2019 Budget**

11) CALL FOR PUBLIC COMMENT: None

12) ADJOURNMENT AT: 12:05 p.m.

**Respectfully Submitted,
Debra Payne**

Director's Report
25 September 2018

Circulation of print and audio-visual materials is currently a little over 31,000 for the past 12 months, not including inter-library loan requests (which add about 2,400 to total circulation). E-book circulation is just shy of 5,000, with 232 unique users. Computer sessions are nearly at 8,000 for the year, and wi-fi usage is over 7,000.

Our programming and outreach attendance is over 4,600, which surpasses 2017, and we've hosted or conducted 231 programs and meetings so far this year. This past month included:

- 2 visits to the Commission on Aging (maker and tech-help classes)
- KPS's Blazer Bash
- Kombucha-brewing class, required 2 sessions
- KPS admin. meeting: discussed/implemented classroom research sets, book delivery, minor library card applications, site visits
- High school and middle school visits (new items, programs, and library cards)

*Friends of the Library Financial Update:

As of August 28, 2018 ---

Total assets (not counting New Library Savings/Checking)	{ \$10,022.62 }
New Library Saving/Checking	\$53,518.03

*Old Business:

- The bracketed Total Assets amount is from July. Our Treasurer for the Friends Regular Accounts was not able to attend the September Friends Meeting.
- Preliminary Golf Outing results: over \$4,500! (This is an estimate --- more funds will be coming in.)

*New Business:

-Upcoming Fall Craft Classes will include:

- Pallet Christmas Sign, Oct. 9
- Poinsettia Christmas Basket, Oct. 13
- Beginning Painting: Birch Trees with Chickadee, Nov. 7
- Wire People, Nov. 7
- Decorate Your Christmas Wreath, Nov. 15

-Other noteworthy Library Events:

- Oct. 10 Rite Aid Flu Shot Program
- Oct. 12 MSU Extension 4-H Open House
- Oct. 25 Yarn Spinning Demonstration
- Oct. 29 MSU Extension Agricultural Innovators Program
- Oct. 30 Halloween Pumpkin Carving

-The Friends of the Library Nominating Committee presented a tentative list of candidates for the 2018-2019 Board of Directors.

*The next Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, September 25, at 5:00 P.M. This will be the Friends Annual Meeting.