

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
23 APRIL 2019, 10:00AM**

1) CALL TO ORDER: Needham at 10:01 a.m.

2) ATTENDANCE/INTRODUCTIONS:

- a) BoT present: D. Needham, R. Lucyk, M. Moran, C. Cook, K. Peress
- b) BoC present: J. Sweet
- c) Friends of the Library liaison: M. Coville
- d) Staff present: J. Roberts, D. Payne
- e) Public present: L. McCallum

 **APPROVED**

DRAFT

3) ADOPTION OF AGENDA:

**MOTION by Cook that the agenda be approved as presented
SECOND by Moran
MOTION CARRIED**

4) FUNDRAISING/COMMUNICATIONS UPDATE: Roberts and McCallum

**MOTION by Moran to authorize the donation page placement on the library website with the ability to make online, tax-deductible donations.
SECOND by Peress
MOTION CARRIED**

**MOTION by Lucyk to authorize J. Roberts to publicize a request for donations for landscaping of library grounds.
SECOND by Peress
MOTION CARRIED**

5) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by Peress to approve minutes of 26 March 2019 as presented.
SECOND by Cook
MOTION CARRIED**

6) CALL FOR PUBLIC COMMENT:

- a) M. Moran discussed the Kaliseum.

7) REPORTS

- a) Financial report/Approval of bills

There was an interesting question raised last month about why the current balance in the 340 CD account at FAFCU was *lower* than the starting amount. A review of records shows that in March 2017, we withdrew \$52,000 from this CD to spend on a number of major projects, including design work by c2ae, Otwell-Mawby, and Parallel Solutions. FAFCU let us leave the remaining \$51,053 in the 340 CD, after an early withdrawal penalty of \$423.

As of March 31, our total fund balance was \$781,888, a decrease of \$2,336 from the previous month. Calculated Total Bank Balance is \$783,146, which varies because it includes actual and calculated interest which does not get picked up in the Standard Budget Reports from which the fund balances are taken.

We are earning almost \$1,000 a month interest on our various holdings. We still owe a little over \$3700 to "Cash Pooled" at HNB 471 account. We will cash a maturing CD next month and take care of that.

Penal Fines are still running behind, but March helped catch up somewhat. We are now about \$2,500 less than targeted. I'm including PILT and Commercial Forest taxes in our "current tax revenues" but we won't see our regular millage revenue for a while yet. State Aid monies have come in, but don't appear in the SBR yet.

Expenditures: we have been told that there is some error in the way the County accounting program is dealing with Health and Dental Insurance. No concerns with any budget lines at this time; the Director is exercising tight control over budgeted items. We continue to gradually transfer non-millage money into our 472 Fund Balance by moving funds from 271 fund balance, as planned.

We worked on Reconciliation of our expenditures with the county numbers, and believe we identified errors that had crept in to a couple of our line items. One involved an amount mistakenly charged to the wrong line item, and another apparent clerical error involving a double entry of several of the same amounts. When these last ones are corrected, we are guardedly optimistic that our numbers are completely reconciled through March 2019.

MOTION by Lucyk to accept Treasurer's Report as presented

SECOND by Cook

MOTION CARRIED by roll call: (All ayes)

MOTION by Cook to approve expenditures in the amount of \$7,511.19

SECOND by Moran

MOTION CARRIED by roll call: (All ayes)

- b) Director's report: (attached)
 - c) Friends of the Library report: (attached)
 - d) Board of Commissioners Liaison communication – J. Sweet
 - e) DDA report: C. Cook
 - f) Committee reports:
 - i) Millage: J. Roberts
- 8) UNFINISHED BUSINESS
- a) KCL/County Contract—Otsego's Seurync model: Moran and Peress update
- 9) NEW BUSINESS
- a) Naloxone
 - b) Library representation at Rotary –
MOTION BY Lucyk to designate S. Hurd as the library representative for the local Rotary.

Second by Moran MOTION CARRIED (Peress absent)

- c) Updated wage scale – J. Roberts
- d) **MOTION BY Cook to accept the updated wage scale as presented.**

Second by Peress

MOTION CARRIED (All ayes)

- e) **May 2019 meeting date change to the 28th at 9:00**

MOTION BY CASH to change the meeting date from May 21 to May 28 at 9 a.m. rather than 10 a.m.

SECOND by Peress

MOTION CARRIED

10) OTHER BUSINESS

- a) **Committee to update policy manual – Board orientation manual, bylaws (Sept-Dec project)**

11) ITEMS FOR FUTURE AGENDA:

- a) **Policy Manual**
- b) **Naloxone (Unfinished Business)**
- c)

12) CALL FOR PUBLIC COMMENT:

- D. **Needham provided information about the Trout Festival.**

13) Next meeting scheduled for: May 28 at 9 am

14) ADJOURNMENT AT: 11:40 am

Respectfully Submitted,

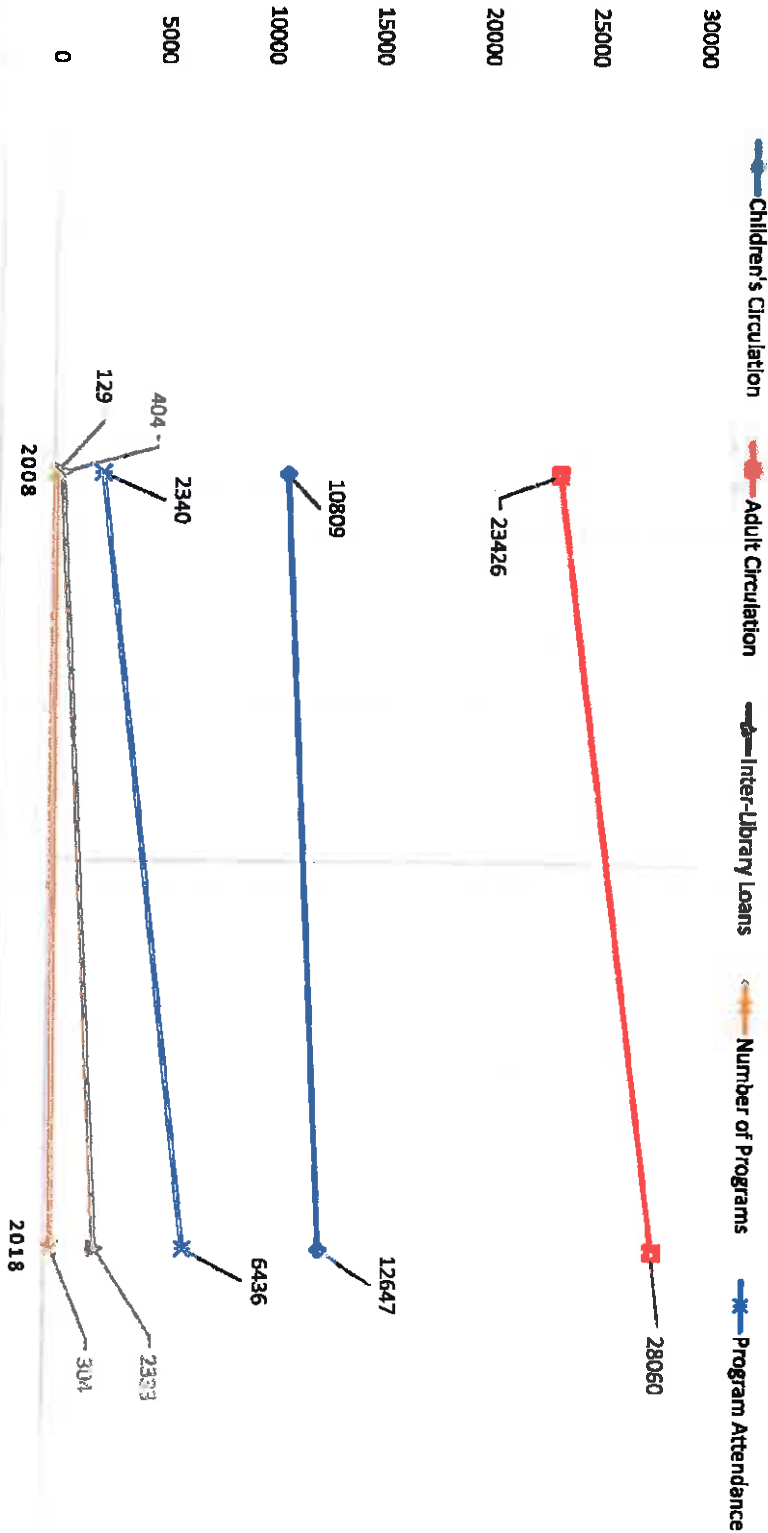
**Debbie Payne
Recording Secretary**

Director Report

23 April 2019

- **The attached statistical comparison of 2008 to 2018 shows library usage has been trending upward in every category—in inter-library loans and programming, remarkably so.**
- **Since our last board meeting there have been 37 programs, meetings, and outreach events. To date, nine teachers are actively participating in book delivery, with several more likely coming on board in May.**
- **The library is partnering with Kalkaska Public Schools to host Irene Miller, a Holocaust survivor, October 24th and 25th.**

2008 - 2018 STATISTICS COMPARISON



Children's circulation:	17% Increase
Adult circulation:	20% increase
Inter-library loans:	477% increase
Number of Programs:	136% increase
Program attendance:	175% increase

Friends of the Kalkaska Library Updates

April 23, 2019

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

As of March 26, 2019 —

Total assets (not counting New Library Savings/Checking) \$ 7,154.92

New Library Saving/Checking \$66,172.94

***Old Business:**

-Planning has started on the annual Golf Outing, which will be scheduled for a Friday in August. (More information to follow)

-Updated Friends of the Library Activities:

*April 30: Kayak Raffle ends

*May 1st -4th: Friends of the Library Annual Book Sale

*May 31-June 1: Annual Garage Sale

*May: Wine Party

*June 1-July 15: Fine Arts Silent Auction

*August: Golf Scramble

*October: Wine Party

*November/December: Christmas Silent Auction

***New Business:**

-Suggestion/idea of an additional activity: a Trivia Night --- at a unique location --- Rare Bird in Traverse City was suggested.

-Marilyn and Friends will be selling Kayak Raffle tickets at Northland (two days), and during the Trout Festival, near the Trout House (perhaps Friday, April 26, and Saturday, April 27).

-The "31" Sale ends on Thursday, March 28.

-Sign-up sheets for the Friends Annual Book Sale, May 1st-4th, will be available at the Library Main Desk. (Wednesday, May 1st, is Set-up time at Northland Plaza.)

***The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, May 28, 2019, at 4:00 P.M.**