

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

1) CALL TO ORDER: 10:00

2) ATTENDANCE/INTRODUCTIONS:

- a) *BoT present: R. Lucyk, C. Cook, M. Moran, D. Needham*
- b) *BoC present: J. Sweet*
- c) *Friends of the Library Representative: M.R. Gillooly*
- d) *Staff present: J. Roberts, D. Payne*
- e) *Public present: L. Clark, V. Thornburg*

DRAFT

3) ADOPTION OF AGENDA

MOTION by Moran that the agenda be approved as amended.
SECOND by Peress
MOTION PASSED

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES

MOTION by Lucyk to approve October 23, 2018 minutes as presented.
SECOND by Cook
MOTION PASSED

5) CALL FOR PUBLIC COMMENT: Kalkaska County Treasurer V. Thornburg regarding winter tax, CD investment for the library, millage revenue for the library, and monthly financial reports from the county.

6) REPORTS

a) **Financial report/Approval of bills**

At the end of October, our Total Library fund balance was \$883,662, vs. \$890,517 the month before, a decline of just \$6955. The three sub-fund balances are (rounded):

271 \$445,718

471 \$106,724

472 \$331,221 and we earned in the neighborhood of \$615 on our CDs.

Note that we started a new money CD at 4Front now worth \$15,050.71. Financial Institutions are offering special higher rates for shorter terms to bring in new investments. We are taking advantage of this by switching investments between our several banks. This one came from money market, low-interest funds at FAFCU, and we are moving \$112,000 of maturing CD funds from 4Front to Huntington for a nice 2.5% interest rate for 12 months.

Our Revenues picture looks fine; we're still about \$4,146 off pace on Penal Fines, at \$83,354 YTD, but \$4,184 ahead of target revenue, YTD. Our September YTD expenditures look good as well, some \$16,400 less than targeted. Only Programs and Office supplies are overspent, and only by small amounts.

We are pursuing reconciliation of amounts of expenditures submitted with those being reported back in the standard budget reports. We are getting much better agreement using an additional tool I've built into our financial reporting sheets.

MOTION by Peress to accept the Treasurer's Report
SECOND by Lucyk
MOTION PASSED

MOTION by Moran to approve expenditures in the amount of \$8,066.27
SECOND by Peress
MOTION PASSED: Moran, Peress, Cook, Needham, Lucyk

- b) Director's report (see attached)
- c) Friends of the Library report (see attached)
- d) Board of Commissioners Liaison communication - Sweet
- e) DDA report - Cook
- f) Committee reports:
- g) Strategic Planning: S. Hurd Retirement, Blue/Orange proposal and recommendation from the Strategic Planning Committee

MOTION by Cook to pay Brand Tonic and Blue/Orange at their stated rates for a December 2018 meeting to discuss fundraising strategies and answer Board questions.

SECOND by Moran

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

- h) Communications: No action
- i) Grants: No action
- j) Millage: Roberts update

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryck model – next agenda
- b) County non-union policy; definitions of full- and part-time statuses: Roberts update re. staff handbook and Swipeclock staff benefits clarification.

MOTION by Lucyk that the clause pertaining to sick time donations be deleted from the library staff handbook.

SECOND by Cook

MOTION PASSED: Lucyk, Cook, Needham, Moran aye. Peress nay.

MOTION by Peress to recommend that the County clerk make necessary modifications to county payroll software to reflect the KCL Employee Handbook so that management of vacation time and sick time comply with KCL Employee Handbook.

SECOND by Cook

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

- c) Director evaluation – Roberts distributed Master Plan update.
- d) High School Sign – Lucyk update

8) NEW BUSINESS

- a) Liability insurance (actual risk or formula)—no action
- b) Staff evaluations – completed for 2018
- c) 2019 payroll – Roberts

MOTION by Lucyk to approve the 2019 staff payroll schedule as presented.

SECOND by Peress

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

9) OTHER BUSINESS

10) ITEMS FOR FUTURE AGENDA:

- a) Approve slate of officers for 2019

11) CALL FOR PUBLIC COMMENT: None

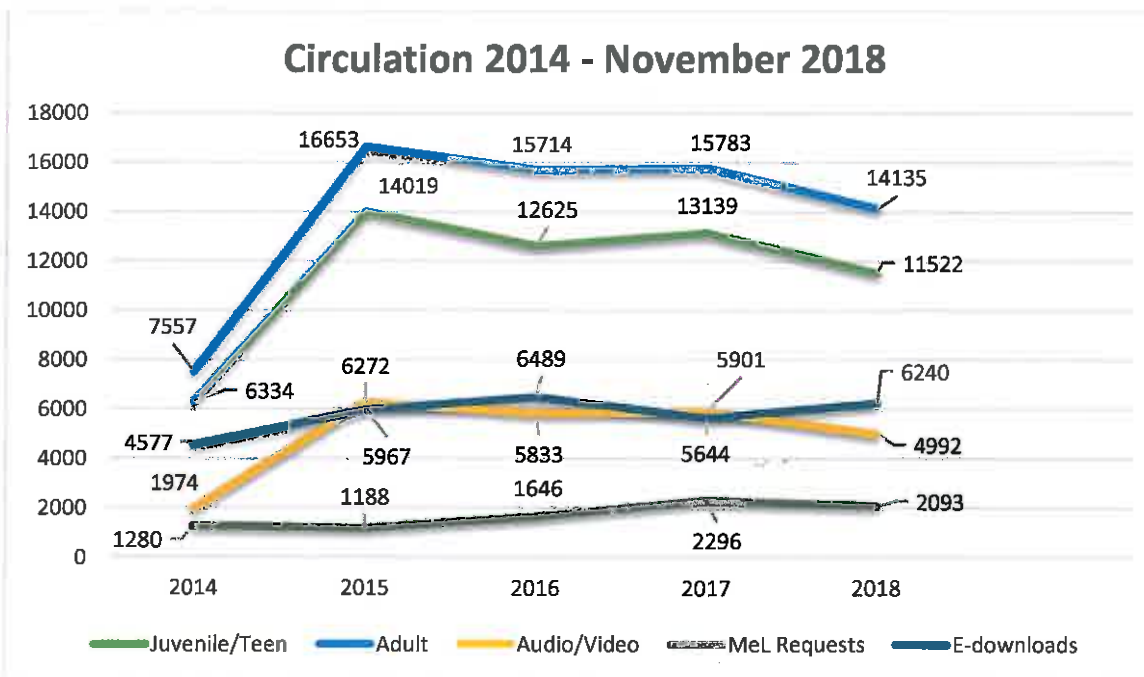
12) ADJOURNMENT AT: 11:35 am

Respectfully Submitted,

**Debbie Payne
Recording Secretary**

Director's Report
27 November 2018

- Print and audio/visual statistics are below. We're tracking with 2017's numbers quite closely, with a likely gain in inter-library loan requests, which makes sense since we're at capacity for shelving space. We typically have over 400 inter-library loan items checked out at any one time. Raising our 2019 E-Collection budget slightly will be helpful as our digital downloads have set a record this year already. Our chief successes this year, in my view, are the retention of all of our talented and dedicated staff, and our programming and outreach activities—to date in 2018 we've conducted 285 programs with an attendance of 6,148.
- We've overhauled the library website for, I hope, a much-needed, improved user experience. There are still some additions and tweaks in process, and going into 2019 I'd like to also add PayPal options for online donations, including the Friends' page.
- 2018 staff evaluations were completed. I'm happy to relate there have been no written or verbal disciplinary actions this year (or any during my tenure, for that matter). I couldn't be more pleased with the attitude, dedication, and work ethic, of our staff.



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

As of October 23, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$ 9,172.03
New Library Saving/Checking	\$58,241.27

***Old Business:**

-An update on the "100+ Women" Donation:

-Funds spent through 9-30-18, \$6,630.47

-Funds remaining from the donation, \$1,129.53

***New Business:**

-Upcoming Fall Craft Classes will include:

-Christmas Silent Auction and Raffle, beginning Nov. 24

-Christmas Cookie Sale, December 13th and 14th

-Ideas for putting together Christmas Baskets were discussed, and items suggested for the baskets finalized.

-Ideas for the Spring Raffle were also discussed. A motion to ask Marilyn to purchase (up to \$200) a kayak was passed.

-The Friends also agreed to spend \$100 for Cookie Sale "surprise".

-A copy of the letter from Lauren Clark, representing the Kalkaska County Library/NMCAA Head Start Community Collaboration, is attached for your perusal. The Friends of the Library agreed to budget \$500 in support of the project.

***The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, November 27, at 4:00 P.M.**

October 10, 2018

RE: Kalkaska County Library/NMCAA Head Start Community Collaboration

Dear Friends of the Kalkaska County Library members,

I am writing this letter to request donation of funds for a Kalkaska County Library and NMCAA Head Start collaboration to bring community members into the 3 and 4 year old preschool class of Mrs. Judy Abernethy to read a book. The idea is to bring community members, who may play a role in the children's lives, to the children who are unable to participate in field trips due to their young age.

I am enclosing the entire proposal that was submitted to and approved by Mrs. Abernethy and KCL Director John Roberts.

I estimate that the total project would cost approximately \$380 for the 8 month duration. This total includes: eight books as gifts to the class, one per month from one community member, as well as, three to four giftings of the featured title for all 18 students in the classroom at various times over the duration of the program, dependant on cost and availability of the title.

Director Roberts is compiling a list of age appropriate titles for the community member to choose from and all eight community members have been contacted to gauge interest in this project. Five of the community members have agreed to participate thus far and I hope to have all confirmed and scheduled in the classroom soon.

I would not expect your organization to supply the total amount of funding and would be happy to receive any amount that you deem appropriate. Thank you for your time and consideration of this proposal and I look forward to hearing from you soon. You may contact me by telephone (989)387-2619 or email, sunmonkey8@gmail.com.

Thank you again,
Lauren Clark

Encl: Proposal request to Director Roberts
Community guest list and project snapshot
Project cost estimate and potential funding assistance list
Sample of community guest initial contact letter