

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

- 1) CALL TO ORDER: Needham at 9:58am
- 2) ATTENDANCE/INTRODUCTIONS:
 - a) BoT present: D. Needham, M. Moran, C. Cook, K. Peress, (R. Lucyk absent)
 - b) BoC present: J. Sweet
 - c) Friends of the Library liaison: M.R. Gillooly
 - d) Staff present: J. Roberts, D. Payne
 - e) Public present: V. Thornburg, K. Angel

DRAFT

3) ADOPTION OF AGENDA:

**MOTION by PERESS that the agenda be approved as amended.
SECOND by MORAN
MOTION CARRIED**

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by COOK to approve minutes of 25 June 2019 as presented
SECOND by MORAN
MOTION CARRIED**

5) MICHIGAN CLASS PRESENTATION

K. Angel presented on the Michigan Cooperative Liquid Assets Securities System, advised by V. Thornburg

6) CALL FOR PUBLIC COMMENT: None

7) REPORTS

a) Financial report/Approval of bills

Our total fund balance is \$914,321. This agrees well with the Bank Balances on-line, of \$914,366. Fund Balance declined by about \$9000 since last report. The disparity last month between the 271 fund balance and bank balance had to do with a timing issue about how tax collections are "booked", according to Corinna Hervey, the accountant from B.C.B. She has since made those adjustments, and this ultimately now has resulted in good agreement between Bank- and Fund balances.

Penal fines are still running significantly below estimated target and now are averaging only about \$6350 a month. Nothing got reported for June in the SBR but we believe the amount collected was around \$7765.

Revenues YTD have increased to \$248,651. Current tax revenue increased by about \$11,500. We are still \$29,500 short of revenue, YTD but we have budgeted to appropriate over \$26,000 of our fund balance to make up any differences.

Expenditures are in control.

Our reconciliation spreadsheet now shows nearly complete agreement in all line items through June.

MOTION by PERESS to accept Treasurer's Report as presented
SECOND by COOK
MOTION CARRIED by roll call: All Ayes

MOTION by MORAN to approve expenditures in the amount of \$11,945.91
SECOND by PERESS
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: Sweet updated on Kaliseum
 - e) DDA report: Cook report
 - f) Committee reports:
 - i) Millage: Roberts report
 - ii) Fundraising: Roberts report, capital campaign committee
- 8) UNFINISHED BUSINESS
- a) KCL/County Contract—Otsego's Seuryneck model: Moran report; meeting will be scheduled
 - b) Naloxone: Roberts report; no known regional libraries stock naloxone
- 9) NEW BUSINESS
- a) Transfer of PayPal funds to the Friends
- 10) OTHER BUSINESS
- a) None
- 11) ITEMS FOR FUTURE AGENDA:
- a) Roberts to report on millage rates and state funding

MOTION by MORAN to investigate MI CLASS account with Roberts on specifics for setting the account up, to report to Board in August.
SECOND by PERESS
MOTION CARRIED

12) CALL FOR PUBLIC COMMENT: None

13) Next meeting scheduled for: 27 August 2019 at 10:00 am

14) ADJOURNMENT AT: 11:45am

Respectfully Submitted,

Debbie Payne
Recording Secretary

Director Report

23 July 2019

- Year-to-date statistics:
 - Adult: 7852
 - Juvenile / Teen: 8283
 - Audio/Visual: 2579
 - e-Collection: 4645
 - Patron visits: 15206
 - Program attendance: 3864

- We're on track to circulate about the same in our adult and AV collections, with likely increases in juvenile/teen, e-collection, and program attendance.

- As we discussed at the board & staff retreat the focus going into the fall will be on tech skills and outreach, especially outreach to the outlying townships.

- I'd like to post for an entry-level circulation position in late August, in anticipation of Gay and Bonny leaving for the winter.

- We'll be testing wi-fi hotspots this-coming week, for possible inclusion in our collection.

- Our county forester, Larry Czulesta, recommended trimming the elm branches that overhang our roof.

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

As of June 25, 2019 ---

Total assets (not counting New Library Savings/Checking)	\$ 6,209.60
New Library Saving/Checking	\$70,454.92

***Old Business:**

-The Annual Golf Outing is tentatively scheduled for Friday, August 23, at Timber Wolf Golf Course. There will be a \$60 per participant charge to take part in the Golf Outing, with teams of four, and, hopefully, at least 50 golfers registering. Tee-off starts at 8:00 A.M. Coffee will be available after 7:30 A.M. McDonald's will be providing Breakfast. Various Friends with the help of Trout Town, will be taking care of Lunch. (We need desserts, especially!) Any donations of small prizes will be greatly appreciated.

-The Wine Party is on hold.

-Further planning of a Trivia Night fundraiser is tabled until the next regular Friends Meeting in August. Perhaps this unique "event" will be a good project for the Winter.

***New Business:**

-John gave a thorough update concerning the upcoming August 6 Millage Renewal Vote.

-The Silent Auction, which ended on July 15, brought in around \$1,700!

-And a final reminder: the Annual Friends of the Library Picnic will be held on Tuesday, July 23, at Sands Park, 6:00 P.M. (This is a "pot-luck" picnic --- With Fred and Ellen providing the baked chicken!)

***The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, August 20, 2019, at 4:00 P.M.**