

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

- 1) CALL TO ORDER: Needham at 10:02am
- 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
 - e) Public present: None

DRAFT

3) ADOPTION OF AGENDA:

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

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by COOK to approve minutes of 27 August 2019 as amended
SECOND by PERESS
MOTION CARRIED**

5) CALL FOR PUBLIC COMMENT:

6) REPORTS:

a) Financial report/Approval of bills:

Total fund balance as of 8/31 was \$881,270—down about \$27,000 from the prior month. This figure agrees fairly well with the known bank balances of \$882,711. Our 271 fund balance is \$436,219. We'd like to transfer more of 271 FB into 472 FB, in amounts matching our penal fines revenues this year

We are earning about \$1060 a month on our present CD's.

We have 3 CD's worth a total of over \$220,800, maturing before the end of this year. We have established accounts with that Cooperative Liquid Assets Securities System that offers, we are told, higher than usual interest rates and daily liquidity. We should watch what interest rates are doing, and consider moving some or all of this to CLASS.

The Director and I have developed a budget for 2020. It is due to Corinna by October 1st. We'll present this as new business later.

Penal fines are still trailing projections for the year, as are Tax revenues and Grants. The tool we developed called "Remaining in Budget" will help the Director control some items in our red ink

column such as Books and State aid purchases but overages in health insurance and liability insurance may require us to prepare some budget amendments to cover those.

MOTION by COOK to accept Treasurer's Report as presented

SECOND by PERESS

MOTION CARRIED by roll call: All Ayes [Lucyk absent]

MOTION by MORAN to approve expenditures in the amount of \$5,750.84

SECOND by PERESS

MOTION CARRIED by roll call: All Ayes [Lucyk absent]

- b) Director's report: (attached)
- c) Friends of the Library report: (attached)
- d) Board of Commissioners Liaison communication: Sweet update: point-of-sale; 2020 county budget in late October
- e) DDA report: Cook update: Hemingway Society plaque; Railroad Square grant
- f) Committee reports:
 - i) Fundraising: Roberts report: prospect lists, training and tools in process
 - ii) Policy: No update

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryneck model: Moran update
- b) MI CLASS program: Moran update: accounts established
- c) Grow with Google program: Roberts update: library presentation slated for 25 October

8) NEW BUSINESS

- a) 2020 draft budget:

MOTION by COOK to approve the 2020 budget as presented and to recommend to the Board of Commissioners for approval

SECOND by PERESS

MOTION CARRIED by roll call: All Ayes [Lucyk absent]

- b) Amendment to staff handbook

MOTION by COOK to approve Position Descriptions & Wages as presented and represented in the proposed 2020 budget

SECOND by MORAN

MOTION CARRIED by roll call: All Ayes [Lucyk absent]

- c) 271 Employee Retirement Contribution (liability): No update

9) OTHER BUSINESS

- a) None

10) ITEMS FOR FUTURE AGENDA:

- a)
- b)
- c)
- d)

11) CALL FOR PUBLIC COMMENT: None

12) Next meeting scheduled for: October 22, 2019, 10:00am

13) ADJOURNMENT AT: 11:38am

Respectfully Submitted,

**John Roberts
Recording Secretary**

Director Report

24 September 2019

- Year-to-date statistics:
 - Adult: 10522
 - Juvenile / Teen: 11127
 - Audio/Visual: 3708
 - e-Collection: 6341
 - Patron visits: 21108
 - Program attendance: 4485

- If the current trends hold we're on track to show circulation increases in our children's and teen, and digital downloads, collections. Circulation in our adult and audio/video collections will likely be similar to the past five years.

- Our first pop-up branch library event was held earlier this month. Lots of curiosity, one new card signup, and a few comments as to the convenience of using the Alden Library.

- Irene Miller's community speaking engagement will be held Tuesday, October 29th, 6:00pm, at the Kalkaska High School Auditorium.

- There will be a commemorative plaque installation event for the Michigan Hemingway Society on October 12th, 9:00am at the Trout Memorial, incorporated into the Northern Arrow Fall Color Tour.

- Wi-fi hotspots should be active and ready to circulate in October, and we're looking to circulate Chromebooks in-house.

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

As of August 27, 2019 ---

Total assets (not counting New Library Savings/Checking)	\$ 4,830.02
New Library Saving/Checking	\$76,180.71

***Old Business:**

-The Annual Golf Outing Update:

-Correction on the number of Sponsors --- 53 Sponsors, not 33.

-Total profit: \$4,885.00!

-The Wine Party is scheduled for Sept. 17, at Lynnette's home, beginning at 6:00 P.M.

-Friends of the Library Officers for the coming year are:

President – Marilyn Coville (Marilyn will stay on as Fundraising Coordinator)

V.P. – Lauren Clark

Secretary – Sharon Currell

Treasurers – Becky Wesley and Molly Dalton

-Future Fundraising for 2019: Our Christmas Baskets and Annual Cookie Sale.

***New Business:**

-The Friends will be getting the new books, for Books for Babies, near the end of October or the beginning of November.

-Upcoming Classes (so far):

-Market Basket Class, Sept. 28, 10:00 A.M.

-Little Hummer Painting Class, Oct. 2, 5-7 P.M.

-Christmas Ornament Class, Oct. 3, 2-4 P.M.

***The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, October 22, 2019, at 4:00 P.M.**