

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

1) CALL TO ORDER: **Lucyk at 10:01am**

2) ATTENDANCE/INTRODUCTIONS:

- a) BoT present: **C. Cook, M. Moran, D. Needham (absent), R. Lucyk, K. Peress**
- b) BoC present: **J. Sweet**
- c) Friends of the Library liaison: **M.R. Gillooly**
- d) Staff present: **J. Roberts**
- e) Public present: **None**

3) ADOPTION OF AGENDA:

DRAFT

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

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by Cook to approve minutes of 24 September 2019 as presented
SECOND by Moran
MOTION CARRIED**

5) PUBLIC COMMENT ON AGENDA ITEMS: **None**

6) REPORTS:

a) Financial report/Approval of bills:

Total Library Fund balance as of September was \$866,197, which is about \$15,000 less than last month. This agrees well with bank balances as we know them. It is interesting to note that the beginning TFB this year was \$841,381, so our fund balance is about \$25,000 higher than when we began.

We are still earning about \$1060 a month on our investments. Revenues are doing OK, totaling about \$285,000 YTD so far, while we spent about \$267,000. Grant revenue finally increased and exceeded budget by almost \$1000. Penal fines fell further behind again and are now \$9600 behind target YTD.

Looking at Expenditures, the items in red mostly indicate that we are "Over Target but Under Budget". Some are controllable, and the Director can use discretion to spend or not; for instance, Books, State Aid Purchases, Legal, Professional Services & Ed, and Miscellaneous. Others are spent beyond our control, such as FICA, State Unemployment, and Health Insurance. We may end up having to do budget amendments to cover these.

We had our 2020 budget hearing with BOC, and successfully asked them to reinstate some cuts that they made to our Salary/Wage and various Fringe items.

MOTION by Cook to reinvest the 4Front CU New Money (\$15,305.98) maturing on 10/26/2019 into an FAFCU CD Special 25 month at 2.1% interest rate

SECOND by Lucyk

MOTION CARRIED by roll call: All Ayes (Needham absent)

MOTION by Cook to reinvest the Huntington Bank HNB 9059 (\$91,312.00) maturing on 11/1/2019 into an FAFCU CD Special 25 month at 2.1% interest rate

SECOND by Peress

MOTION CARRIED by roll call: All Ayes (Needham absent)

MOTION by Cook to direct the county treasurer to transfer \$30,000.00 from Huntington Bank 271-000-001.000 (Pooled) into the Mich. CLASS 271 account

SECOND by Peress

MOTION CARRIED by roll call: All Ayes (Needham absent)

MOTION by Peress to accept Treasurer's Report as presented

SECOND by Cook

MOTION CARRIED by roll call: All Ayes (Needham absent)

MOTION by Moran to approve expenditures in the amount of \$11,042.39

SECOND by Peress

MOTION CARRIED by roll call: All Ayes (Needham absent)

MOTION by Moran to authorize additional expenditures in the amount of \$308.40 from September 2019

SECOND by Peress

MOTION CARRIED by roll call: All Ayes (Needham absent)

- b) Director's report: **(attached)**
 - c) Friends of the Library report: **Coville update**
 - d) DDA report: **Cook update, bids on Railroad Square project**
 - e) Committee reports:
 - i) Fundraising: **Roberts report, 2019 activities, Brand Tonic report**
 - ii) Policy: **Moran/Peress update**
- 7) UNFINISHED BUSINESS
- a) KCL/County Contract—Otsego's Seuryneck model: **No update**
 - b) MI CLASS program: **Moran update, accounts established**
 - c) 271 Employee Retirement Contribution (liability): **No update**
- 8) NEW BUSINESS
- a) 2020 draft budget: **No update**
 - b) Critical response/building security enhancements: **Roberts update, advised by Sweet**
 - c) Proposed annual report: **Roberts update**
- 9) BoC Liaison Communication: **Sweet update, county position vacancies**

10) ITEMS FOR FUTURE AGENDA:

- a) Blue/Orange report
- b) Library CD accounts
- c)
- d)

11) PUBLIC COMMENT ON NON-AGENDA ITEMS: **None**

12) Next meeting scheduled for: **26 November 2019 at 10:00am**

13) ADJOURNMENT AT: **11:56am**

Respectfully Submitted,

John Roberts
Recording Secretary

Director Report

29 October 2019

- Year-to-date statistics:
 - Adult: 11903
 - Juvenile / Teen: 12901
 - Audio/Visual: 4367
 - e-Collection: 7287
 - Patron visits: 24450
 - Program attendance: 5016

- Our children's, teen, and digital download circulations have already surpassed 2018 levels. And as mentioned last month our overall usage in other areas will be similar to recent years. In mid-November we'll begin to have data to compare attendance with a year ago, rather than estimates.

- In collection development, we're slowly transitioning away from the CD format and towards Playaways and digital downloads. Moreso in our juvenile and teen collections, but we'll begin adding the Playaway format to our adult audio collection.

- Our second year of book delivery has gotten off to a quick start, with (to date) 13 KPS faculty participating. Last year's 4th graders are already familiar with the program, an added benefit.

- We're continuing to see several checkouts and requests when we visit Clearwater Township for our "pop-up libraries."

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

- Sarah Genereaux-Maddox resigned from the library 15 October 2019. We're in the process of drafting of job announcement.

- Our dehumidifier required repairs, which are in process, and we're hoping to have it returned this-coming week. We've also nearly completed updates to our tech services area—better shelving and a larger work area.

- 2019 staff evaluations are in process.