

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

1) CALL TO ORDER: **Needham at 10:00am**

2) ATTENDANCE/INTRODUCTIONS:

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

DRAFT

3) ADOPTION OF AGENDA:

**MOTION by PERESS that the agenda be approved as presented  
SECOND by LUCYK  
MOTION CARRIED**

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by MORAN to approve minutes of 29 October 2019 as presented  
SECOND by PERESS  
MOTION CARRIED**

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

6) FUNDRAISING: **Blue/Orange report: Introduction to consultant Kelli Keberle and general discussion of 2020 activities and objectives**

7) REPORTS:

- a) Financial report/Approval of bills:

Total Library Fund balance as of October 31 was reported to be \$839,860, a decrease of \$26340 from last month. This does not agree with our known bank balances (including HNB cash pooled) of \$879,820, which we are told is due to timing issues between when the cash pooled- and standard budget reports were run. The total fund balance is correct; the cash pooled accounts will catch up to themselves next month.

We are still earning about \$1060 a month on our investments. Revenues are totaling about \$286,000 YTD so far, while our YTD expenditures are about \$261,129. Penal fines are again a puzzle. None appear in the Standard Budget Report for October, but County Treasurer informed us that they were \$8021. A total YTD of \$54,847 was reported at end of September, but does not agree with our figure of \$66,344. Will work to resolve.

We have amended our budget to cover projected overspending in Health insurance and Books. With 2 months to go in the year, we have just under \$100 left in each of :

State Aid expenditure, Contractual services, Technology and Miscellaneous. There is less than \$300 in Professional Services and Ed. We should watch these closely and probably not charge much else to them.

We have another CD maturing Nov 27 for about \$115,000. CD rates have fallen badly and now require 60 month commitment to even approach 2% annual interest. Michigan CLASS, although its rates are dropping daily, was still up around that 1.95 as of Oct 23. Recommend to use some proceeds of the CD to eliminate that negative balance in our 471 cash pooled account. (There is no prohibition to moving 271 money into 471, so this is a good opportunity to do that and perhaps avoid a surprise adjustment by the County at a later date.) Recommend that the remaining balance of the CD be invested in Michigan CLASS 271 operations investments.

**MOTION by LUCYK to direct the county treasurer to transfer the total proceeds of the Certificate of Deposit 0789 at Huntington Bank maturing on 27 November 2019 into the library's cash pooled accounts as follows: \$11,000.00 into HNB cash pooled 471-000-001.000 and the remaining balance into HNB cash pooled 271-000-001.000. We then direct the county treasurer to purchase shares in Michigan CLASS investment account MI-01-0577-0001 (271 Operations Investments), in the same amount of that deposited balance.**

**SECOND by PERESS**

**MOTION CARRIED by roll call: All Ayes (Cook absent)**

**MOTION by MORAN to accept Treasurer's Report as presented**

**SECOND by NEEDHAM**

**MOTION CARRIED by roll call: All Ayes (Cook absent)**

**MOTION by MORAN to approve expenditures in the amount of \$9,611.20**

**SECOND by LUCYK**

**MOTION CARRIED by roll call: All Ayes (Cook absent)**

- b) Director's report: **(attached)**
- c) Friends of the Library report: **None**
- d) DDA report: **None**
- e) Committee reports:
  - i) Policy: **No report**

**8) UNFINISHED BUSINESS**

- a) KCL/County Contract—Otsego's Seuryck model: **Proposed document submitted to trustees for review**
- b) MI CLASS, Library CDs program: **Addressed in Treasurer's report**
- c) 271 Employee Retirement Contribution (liability): **Resolved**

**9) NEW BUSINESS**

- a) 2020 draft budget:

**MOTION by MORAN to approve amended 2020 budget**

**SECOND by PERESS**

**MOTION CARRIED by roll call: All Ayes (Cook absent)**

- b) Critical response/building security enhancements: **No report**
- c) Moran, recommendation letter:

**MOTION by PERESS that Michael Moran be recommended to the Board of Commissioners to continue to serve as a library trustee**

**SECOND by LUCYK**

**MOTION CARRIED**

10) BoC Liaison Communication: **NONE**

11) ITEMS FOR FUTURE AGENDA:

- a)
- b)
- c)

12) PUBLIC COMMENT ON NON-AGENDA ITEMS: **NONE**

13) Next meeting scheduled for: **17 December 2019 at 3:00pm**

14) ADJOURNMENT AT: **11:45pm**

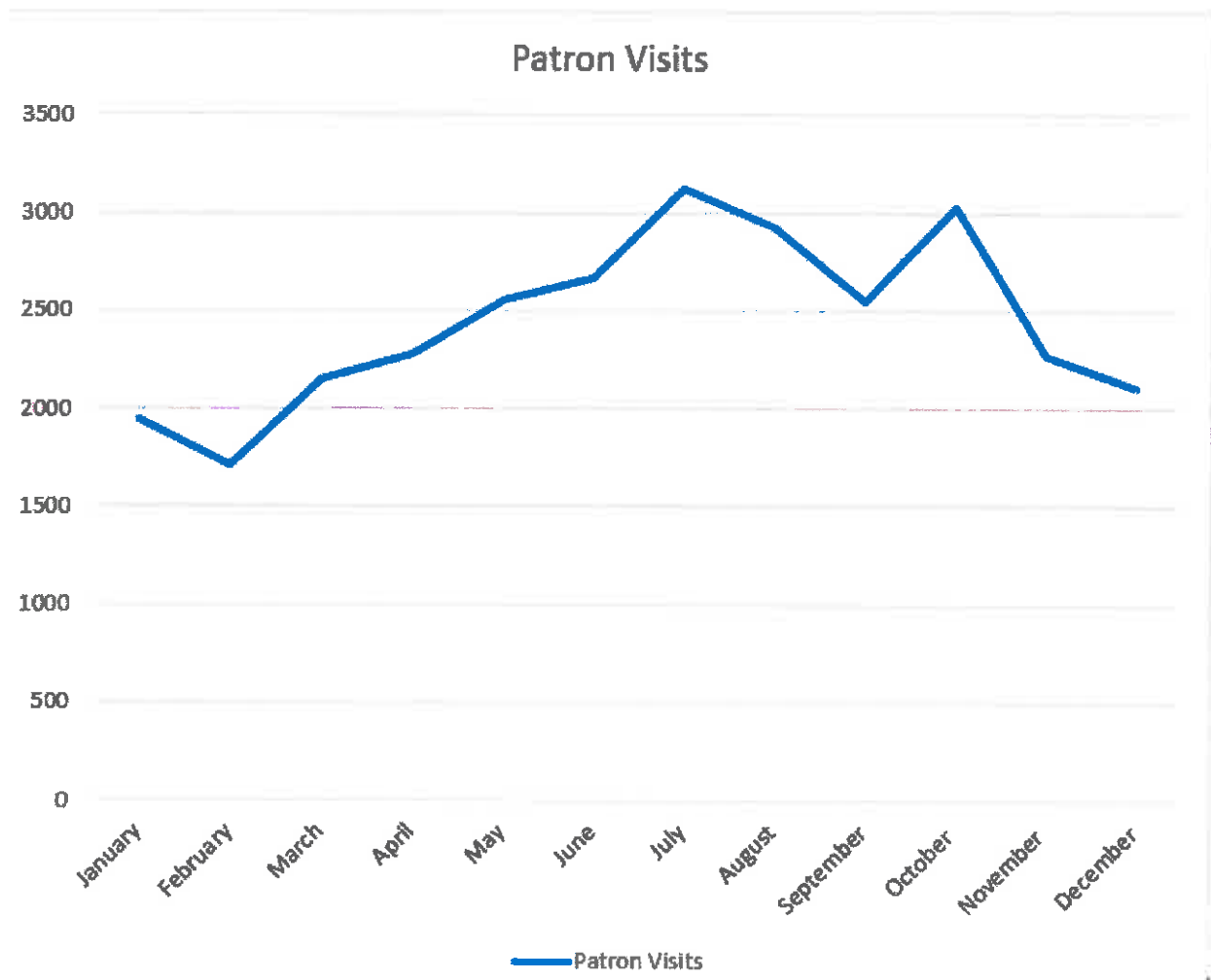
Respectfully Submitted,

Debbie Payne  
Recording Secretary

## Director Report

26 November 2019

	Juvenile/Teen	Adult	Audio/Video	MeL Requests	E-downloads	Patron Visits	Programming
2015	14019	16653	6272	1188	5967	42415	4002
2016	12625	15714	5833	1646	6489	43546	4274
2017	13139	15783	5901	2296	5644	31556	4594
2018	12647	15472	5513	2333	7075	30000	6436
2019	14106	12994	4895	1988	6747	26825	6268



- Pending background checks and references, we're very pleased to relate that Kaitlyn Buckner and Paula Miller will be joining the library staff. The remainder of 2019 will be chiefly devoted to training and planning for 2020.
- On 23 November 2019 I requested and received criminal trespass warnings against Kayla LeAnn Squires (32) and Joshua Allen Bley (22) for a strong suspicion of illicit drug use within the library.
- 2019 staff evaluations are complete.
- Irene Miller's presentation on her Holocaust experiences was a great success. About 230 attended the open public event, along with all KPS middle and high schoolers. The accompanying high school book club participation was unprecedentedly high, so that we're looking to pair another speaker and book with similar high interest for this-coming spring.
- We've decided to forego any special children's programming in December (e.g., a Santa visit, etc.) because it tends to compete with other community organizations' programming. We're looking rather to promote the traditional Friends' holiday fundraising—gift baskets and cookie sale.

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

As of October 22, 2019 ---

Total assets (not counting New Library Savings/Checking)	\$ 4,900.00
New Library Saving/Checking	\$84,243.00

**\*Old Business:**

-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

**\*New Business:**

-Upcoming Fundraising events:

-Silent Auction: Nov. 25-Dec/ 19

-Christmas Raffle: at Northland, and possibly at Family Fare (weekend days throughout late November and early December).

-Christmas Cookie Sale: Dec. 12 & 13 (Cookie drop-off Dec. 11, or Early in the morning on the 12<sup>th</sup>).

**\*The next regular Friends of the Kalkaska County Library Meeting will be held in January. On Tuesday, December 17, the annual Christmas Pot-luck will be held at approximately 5:00 P.M.**