

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
17 DECEMBER 2019, 3:00PM**

1) CALL TO ORDER: D. Needham at 3:05 p.m.

2) ATTENDANCE/INTRODUCTIONS:

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

DRAFT

3) ADOPTION OF AGENDA:

**MOTION by Peress that the agenda be approved as amended.
SECOND by Moran
MOTION CARRIED (4-0)**

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by Lucyk to approve minutes of 26 November 2019 as corrected.
SECOND by Peress
MOTION CARRIED (4-0)**

5) PUBLIC COMMENT ON AGENDA ITEMS: None

6) REPORTS:

a) Financial report/Approval of bills:

Financials this month were a challenge, largely because of computer problems over at the County, which have made the numbers reported in the Standard Budget Report somewhat suspect: An Error was made in entering the budget amendment John submitted back in September— someone mis-entered the numbers we gave, and reduced our Copier budget by \$750 instead of our Miscellaneous budget as we were trying to amend our Liability Insurance line. The maturing 271CD at Huntington Bank was set up to make the partial deposit into 471 and remainder into Michigan CLASS, but it did not get done. We are working with the County Treasurer to make this happen, while the County struggles with the associated chaos caused by a ransomware attack.

That same attack has delayed updating the SBR for our interest earned and other transactions, which affect the numbers reported in our Fund Balances, so THAT number does not agree well with the total BANK balances we have more direct information about.

Fund Balance numbers are suspect, since they depend on changes in the various accounts that may or may not have been reported in the SBR. I have guess-timated the totals which are impacted by the maturing CD and the delay in the transfer. I have shown what should have happened if the \$11,000 had been properly attributed to HNB 471 Cash, and the remainder (\$104,089.35) to Michigan CLASS 271, and showed these in Green, for "estimated". We just have to keep our own numbers and make sure they check out when the County finally catches up. I have confirmed that there is a "pending" transaction in our CLASS accounts of the \$104,000 transfer.

Revenues YTD are \$286,650 and Expenditures, (less the transfer out to 472) \$287,356. Transfers of the non-millage penal fines to the 472 fund seem to now agree pretty well with the totals of penal fines from December of 2018 through November of 2019. Both are about \$59,260.

Last month it was suggested that we have our record of the "deficit" in cash pooled at HNB ready at hand in case of audit. I believe that a copy of the General Ledger activity for account 471-000-001.000 will show what we need to see.

I have created the various spreadsheets needed for the coming fiscal year.

MOTION by Peress to accept Treasurer's Report as presented.

SECOND by Lucyk

MOTION CARRIED by roll call: All Ayes

MOTION by Lucyk to approve expenditures in the amount of \$2,576.09.

SECOND by Peress

MOTION CARRIED by roll call: All Ayes

- b) Director's report: **(attached)**
- c) Friends of the Library report: M.R. Gillooly
- d) DDA report: None
- e) Committee reports:
 - i) Policy: None - Committee to meet after Jan. 1, 2020
 - ii) Fundraising: None

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryneck model: Item for future agenda

8) NEW BUSINESS

- a) Critical response/building security enhancements: None
- b) 2020 staff positions & wages
 - MOTION by Peress to approve positions/wages as presented.**
 - SECOND by Lucyk**
 - MOTION CARRIED by roll call: All Ayes**

- c) 2020 meeting schedule
MOTION by Moran to accept the 2020 meeting schedule as corrected.
SECOND by Peress
MOTION CARRIED by roll call: All Ayes
- d) 2020 Director Evaluation

9) BoC Liaison Communication: **None**

10) ITEMS FOR FUTURE AGENDA:

- a) Board Workshop
- b) Otsego's Seuryneck Model
- c) Staff Wage Table
- d) Bylaws/Policies

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

12) Next meeting scheduled for: **28 January 2020 at 10:00am**

13) ADJOURNMENT AT: 4:21 p.m.

Respectfully Submitted,

Debbie Payne
Recording Secretary