

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
28 JANUARY 2020, 10:00AM**

**DRAFT**

- 1) CALL TO ORDER: D. Needham at 10:01am
  
- 2) ATTENDANCE/INTRODUCTIONS:
  - a) BoT present: D. Needham, R. Lucyk, M. Moran, C. Cook (Absent), K. Peress
  - b) BoC present: None
  - c) Friends of the Library liaison: M.R. Gillooly
  - d) Staff present: J. Roberts, K. Buckner
  - e) Public present: None

**APPROVED**

3) ELECTION OF OFFICERS:

**MOTION by MORAN to approve the 2019 slate of officers for 2020  
SECOND by PERESS  
MOTION CARRIED (ALL AYES, COOK ABSENT)**

4) APPROVAL OF AGENDA:

**MOTION by PERESS that the agenda be approved as presented  
SECOND by LUCYK  
MOTION CARRIED (ALL AYES, COOK ABSENT)**

5) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by MORAN to approve minutes of 17 December 2019 as presented  
SECOND by LUCYK  
MOTION CARRIED (ALL AYES, COOK ABSENT)**

6) PUBLIC COMMENT ON AGENDA ITEMS: NONE

7) REPORTS:

- a) Financial report/Approval of bills:

As usual, December Reports are based on numbers that are not final, until the books are actually closed in March or April.

Bank Balance totaled \$801,872 and Total Fund Balance was \$797,280. The difference of \$4,592 is almost exactly the sum of the "liability, accounts payable" numbers on the three balance sheets. This is because accountants subtract an amount for the payable from assets, even if it has not yet been

taken from the pooled cash in the bank. If you add the payable back into the fund balance, you have the total in the bank. Our Fund balance is about \$14,615 less than the previous month.

The proceeds of the Huntington Bank maturing CD were correctly transferred to the Michigan CLASS and 471 cash pooled accounts, despite some confusion. We now have a positive balance in 471 cash pooled and our CLASS 271 account is at \$134,263.12 at the end of December. It was earning about 1.82 to 1.85% annual interest, during December. We earned about \$930 in interest on all our accounts in December.

Overall in the year, we spent about \$38,000 more than we took in. (\$429,572 exp vs. \$391,469 in revenues) This is of some concern, even though we can point to a \$31,000 shortfall in estimated penal fines revenues. Our 2020 budget is lower than 2019 by \$26,000, as we plan on spending \$325,175, against revenues of \$326,304. During 2019 we spent \$31,086 on the New Construction project.

Several late over-runs in expenditure line items may necessitate amending the 2019 budget to make it come out right.

Overruns were in Office Supplies, Technology and Salary/Wage.

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

**SECOND by PERESS**

**MOTION CARRIED (ALL AYES, COOK ABSENT)**

**MOTION by MORAN to approve expenditures in the amount of \$32,034.42**

**SECOND by PERESS**

**MOTION CARRIED (ALL AYES, COOK ABSENT)**

- b) Director's report: (ATTACHED)
- c) Friends of the Library report: (ATTACHED)
- d) DDA report: NONE
- e) Committee reports:
  - i) Policy:
    - (1) 2020 Bylaws review: Submitted for review
    - (2) Policy manual review: No report
  - ii) Capital Campaign: Roberts update

**8) UNFINISHED BUSINESS**

- a) KCL/County Contract—Otsego's Seuryneck model:

**MOTION by MORAN that a delegation attend the February 2020 Board of Commissioners' Health & Welfare Committee meeting to present the KCL/County Contract**

**SECOND by Lucyk**

**MOTION CARRIED (ALL AYES, COOK ABSENT)**

- b) **Critical response/building security enhancements: Roberts will seek advice of Fire Marshal**
- c) **2019 director evaluations:**

**MOTION by PERESS that the director met the Board's requirements and achieved a satisfactory evaluation for 2019**

**SECOND by MORAN**

**MOTION CARRIED (ALL AYES, COOK ABSENT)**

**9) NEW BUSINESS**

- a) **Appoint capital campaign committee:**

**MOTION by PERESS to approve the membership of the Capital Campaign Committee with Troy Stobert as Chair and Cash Cook as Board Liaison**

**SECOND by LUCYK**

**MOTION CARRIED (ALL AYES, COOK ABSENT)**

- b) **Performance appraisals and staff compensation: No action**
- c) **Penal fines / revenue sources: No action**
- d) **Trustee manuals: 2017 edition distributed to Board**
- e) **Roof maintenance: Video document condition for spring assessment**
- f) **Board workshop: Roberts will poll Board for dates in July 2020**
- g) **2020 Board roster: Distributed to Board**

**10) BoC Liaison Communication: None**

**11) ITEMS FOR FUTURE AGENDA:**

- a) **None**

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

**13) Next meeting scheduled for: Tuesday, 25 February 2020 at 10:00am**

**14) ADJOURNMENT AT: 11:31am**

**Respectfully Submitted,  
Kaitlyn Buckner, Recording Secretary**

## **Director Report**

**27 January 2020**

- So far January has been slightly busier than 2019—1,910 walk-ins compared to 1,651. Other 2019 statistics are included in the draft annual report.
- An initial draft of our 2019 annual report is included in the board packet. We're still in the process of verifying / cleaning up data points and drafting a summary, but the general outline is available for your comments, questions, and edits. If possible, I'd appreciate any comments in the next three weeks so that I can prepare a draft for approval prior to February's board meeting.
- Our two newest staffers—Kaitlyn and Paula—are by my observations and feedback from their colleagues, performing beyond expectations. We're very fortunate to have them on board. Our up-coming all-staff meeting is Thursday, March 5<sup>th</sup>, at 8:00am. At that time they'll have completed their introductory periods and we'll have the opportunity to formally welcome them into the library family.
- Staff trainings / conferences will be rather more intensive this year than prior years; I'll have detailed information for you in February.
- Also included in the board packet is our annual state aid report, submitted to the Library of Michigan. The report covers 1/1/2018 to 12/31/2018.
- This year's Conservation Series of programs is outstanding, with much thanks to Renee Penny and Mark Randolph at the Kalkaska. Because of expected attendances over 20 per program these events will be held in the KPS admin building's conference room.
- I'm in the process of drafting the case statement for our new building project; I'd like to have a draft ready for review by the February board meeting.

On Tuesday, December 17, the Library Board, the Library Staff, and the Friends of the Library members, participated in the Annual Library Christmas Pot-luck. (No regular Friends Meeting!)

**\*Preliminary figures from December: (a close estimate --- final figures will be reported at the January Friends Meeting)**

**-Annual Christmas Cookie Sale: \$1,000.00**

**-Annual Christmas Silent Auction: \$3,000.00**

**\*Upcoming Classes:**

**-February 8 --- Heart Basket Class**

**-February 22 --- Barn Painting Class**

**\*Upcoming Events:**

**-“Galentine’s Day Celebration”: Thursday, February 13, 5:00 P.M.**

**-“Trivia Night”: Tuesday, February 18, 6:00 P.M., at Trout Town**

**(Teams are forming!) A \$5 donation is suggested.**

**\*The next regular Friends of the Kalkaska County Library Meeting will be held on Tuesday, February 25, at 4:00 P.M.**