

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

DRAFT

- 1) CALL TO ORDER: D. Needham at 10:00am

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

3) APPROVAL OF AGENDA:

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

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by LUCYK to approve minutes of 28 January 2020 as presented
SECOND by PERESS
MOTION CARRIED**

5) PUBLIC COMMENT ON AGENDA ITEMS: NONE

6) REPORTS:

- a) Financial report/Approval of bills:

Figures for January show that our Total Fund Balance at the end of the month was \$783,206, about \$14,100 less than the previous month. The Bank Balance agrees pretty well with that, being at \$784,220. The Fund Balance has not yet received the interest credits for our investments, since the County chooses to wait for the quarterly statements to come out before entering this. However we are earning about \$1,035 a month interest, plus a nominal amount on the pooled cash the County keeps at Huntington National. Our Michigan CLASS account alone earned \$206 last month. Our penal fines for January were only \$4677, while we are budgeting \$6750 per month. Watch closely.

We should transfer \$58,650 from HNB 472 cash pooled over to CLASS 472, leaving about \$25,000 at Huntington to cover our 2020 budget of \$20,000 in 472.

We should have about \$5000 in HNB cash pooled 471, because our 2020 budget for that is \$5000. Since we don't anticipate any expenditures in 471 at this point, we're OK with just \$2409 there. we should have enough in HNB 271 cash pool to cover a couple of months of Library 271 expenses, an average of about \$25,000 a month, and we are way short of that right now. But the County Treasurer is willing to cover us for the next few months until our

tax revenue comes in. She says it is estimated at \$205,695, which is a bit higher than we budgeted. We don't need any transfer there at this point.

I would like a board action to Transfer \$58,650 from HNB 472 cash pool into Michigan CLASS immediately. We'll watch interest rates and if there are higher rates available, we can buy in with funds from CLASS.

We will be attempting to control Salary/Wage expenses in the coming year to spend less than budgeted. A look at the Expenditures 2020 page, line 704 shows that we spent \$12,866.33 on this line, which is \$2,675 less than target of \$15,541 per month. The amounts in Red on the Expenditures page are insignificant; note that we have a budget of \$6500 for 748 E-collection, which will be the once-a-year expenditure later in the year.

Included is a page for 472 Revenues this month, to show how our Donations to the new construction fund show up in Line 688 Project Donations. These were \$2068 in January.

MOTION by PERESS to Transfer \$58,650 from HNB 472 cash pool into Michigan CLASS

SECOND by COOK

MOTION CARRIED by roll call (4 – 0, Moran absent)

MOTION by PERESS to accept Treasurer's Report as presented

SECOND by COOK

MOTION CARRIED by roll call (4 – 0, Moran absent)

MOTION by LUCYK to approve expenditures in the amount of \$8,922.55

SECOND by COOK

MOTION CARRIED by roll call (4 – 0, Moran absent)

- b) Director's report: **(ATTACHED)**
- c) Friends of the Library report: **(ATTACHED)**
- d) DDA report: **Cook update: CEDAM grant opportunity to enhance KPS library services**

MOTION by COOK to allow J. Roberts to apply for the 2020 CEDAM Pitch Competition

SECOND by LUCYK

MOTION CARRIED (Moran absent)

- e) Committee reports:
 - i) Policy:
 - (1) 2020 Bylaws review:

MOTION by LUCYK to approve Trustee Bylaws, 2020 revision

SECOND by COOK

MOTION CARRIED (Moran absent)

(2) Policy manual review:

MOTION by LUCYK to approve policies 2.3, 2.4, 2.5, 3.1, 3.2, 4.4, 4.6, and 4.7 as presented

SECOND by PERESS

MOTION CARRIED (Moran absent)

MOTION by PERESS to approve policies 1.1, 2.1, 4.1, 4.2 as amended

SECOND by COOK

MOTION CARRIED (Moran absent)

ii) Capital Campaign: **Roberts update. Next meeting scheduled for March 9th at 5:30pm**

7) UNFINISHED BUSINESS

a) KCL/County Contract—Otsego’s Seurnyck model: **Roberts update. Draft contract under review by Health & Welfare Committee**

b) Critical response/building security enhancements: **Roberts update. Library will be included in county fire marshal inspections**

c) Performance appraisals and staff compensation: **No update**

d) Penal fines / revenue sources: **No update**

e) Board workshop: **Roberts update. Dates in October to be canvassed**

f) 2019 Annual Report: **Roberts update. Revisions in progress**

8) NEW BUSINESS:

a) **NONE**

9) BoC LIAISON COMMUNICATION: **NONE**

10) ITEMS FOR FUTURE AGENDA:

a) **Continue policy review**

b)

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

12) Next meeting scheduled for: **Tuesday, 24 March 2020 at 10:00am**

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

Respectfully Submitted,

Deborah Payne, Recording Secretary

Director Report

25 February 2020

- Patron visits to the library are up over 900 walk-ins to date this year.
- I updated our billing settings for Amazon Prime and eFax to charge annually, rather than monthly, saving us about \$70 per year. Also, I've charged Amazon Prime to our postage live item, since its purpose is to cover shipping.
- Below is a summary of proposed amendments to the Michigan Library Privacy Act:
 - Last October, Senator MacGregor introduced SB 611 to amend the Michigan Library Privacy Act, 1982 PA 455. The intention of his bill was to enable libraries to work with law enforcement when the library is a victim of a crime. After hearing both concerns and support from the Michigan library community on Senator MacGregor's proposed amendments to the Privacy Act, MLA drafted a substitute bill that clarifies and updates SB 611.
 - The proposed substitution bill removes obstacles and legal barriers libraries sometimes face when a crime has been committed in the library while providing for continued protection to patron privacy.
 - At a meeting on February 5, Senator MacGregor agreed to move forward with the MLA-proposed changes to SB 611.
- Wi-Fi Hotspots have been successfully circulating for a couple of weeks now. Specific borrowing policies are proposed in Policy 4.3.
- Attached is the letter of support submitted to Wayne State University's Institutional Review Board in order to participate in an upcoming study: "Community Health & Wellness: Small and Rural Library Practices, Perspectives, and Program."
- Our tentative staff training/conference schedule for this year is:
 - Marta at the Spring Institute for Youth Services, Ann Arbor, March 19-20
 - John and Marta: Rural Library Conference, Traverse City, April 13-15
 - Paula and Kate: Library of Michigan Beginners' Workshop, Bellaire, May 13-15

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

As of January 28, 2020 ---

Total assets (not counting New Library Savings/Checking)	\$ 5,056.71
New Library Saving/Checking	\$92,442.73

***Old Business:**

- The Annual Christmas Cookie Sale final figure: \$1,020.00.
- Final figures for the Annual Christmas Silent Auction and Raffle: \$3,480.00.
- And the final figure for the Wine Party: \$611.00.
- The first Friends of the Library Trivia Night is scheduled for Tuesday, February 18, at 6:30 P.M.

***New Business:**

- Next year the Friends plan to have their annual Christmas Silent Auction, but do the annual Raffle in the Spring, with the funds raised going into the General Fund.
- The preliminary Friends 2020 Calendar is attached The Friends are working on classes for every month.

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

2020 Friends of Kalkaska Library Calendar

January

February

March

8th-basket class

14th-basket class

18-Trivia Night

18- Trivia Night

22-Painting class,

24-Meeting

25- Meeting

April

1st-Raffle

May

June

11-basket class

1-2 book sale

1-Fine Art Silent

21-Trivia Night

19 Trivia Night

Auction

28-Meeting

26-Meeting

23-Meeting

30-Set up book
sale

29-30-Garage Sale

July

August

September

Classes

classes

22-Meeting

28-Picnic

21-Golf Outing

classes

-Wine party

25-Meeting

October

November

December

Classes

24-Meeting

10-11-Cookie Sale

27-Meeting

27-Decorating

21- End Auction

30-Christmas Auction

~~22~~-Bd/Friends

Potluck

31-Undecorate

-Wine Auction