

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

**APPROVED**

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

- 3) ADOPTION OF AGENDA:

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

- 4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**This action item moved to February meeting**

- 5) CALL FOR PUBLIC COMMENT: None

- 6) REPORTS

- a) Financial report/Approval of bills  
Treasurer's Report, January 22, 2019

Year End 2018 finds Total Library Fund balance at \$841,381. We opened the year last January with \$820,595, so the fund grew by \$20,786. The 271 fund declined from \$404,835 to \$403,415, or just \$1,410, small despite a Revenue shortfall of \$12,921, mostly due to a \$17,000 shortfall in penal fines for the year. But through diligence and thrift, expenditures were held to \$11,828 below budget. The two other funds, 471 and 472 ended up at \$106,903 and \$331,063 respectively, and either grew or held nearly constant for the year. (Numbers rounded to nearest dollar.)

As previously noted, the 271 fund balance is more than required, and during 2019 we will act to transfer some of it to 472 to help in our mission to build a new Library.

December closed with just three line-items overspent: Salary/Wage, FICA taxes, and Books. A budget amendment has been put through to shift excess budget from Retirement and Health Insurance lines into those other three. All expenditures lines are now in the black with slight surpluses. These numbers may be adjusted somewhat as the books finally close in March.

**MOTION by Moran to accept Treasurer's Report as presented.  
SECOND by Cook**

**MOTION CARRIED**

**MOTION by Cook to approve expenditures in the amount of \$32,275.60.**

**SECOND by Moran**

**MOTION CARRIED by Roll Call: Cook, Moran, Lucyk (All ayes)**

- b) Director's report (see attached)
- c) Friends of the Library report (No written report)
- d) Board of Commissioners Liaison communication: J. Sweet update
- e) DDA report: Cook update
- f) Committee reports:
  - i) Strategic Planning: Roberts update
  - ii) Millage: Roberts update

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryneck model: no report
- b) Liability insurance (actual risk or formula): Roberts will report to Board in February
- c) 2019 Board and staff retreats: Roberts update

8) NEW BUSINESS

- a) SPC chairperson appointment discussion
- b) Fundraising consultant RFP

**MOTION BY Cook to approve the posting of the fundraising consultant RFP, with two highlighted dates to be filled in by Roberts as necessary, to be posted on the appropriate ListSrvs.**

**SECOND by Moran**

**MOTION CARRIED BY Roll Call: Cook, Moran, Lucyk (All ayes)**

9) OTHER BUSINESS

- a) None

10) ITEMS FOR FUTURE AGENDA:

- a) Approval of December Minutes
- b) Millage Renewal Resolution

11) CALL FOR PUBLIC COMMENT: None

12) Next meeting scheduled for: February 26 at 10:00am

13) ADJOURNMENT AT: 12:00 p.m.

Respectfully Submitted,

Debbie Payne  
Recording Secretary

