

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

- 1) CALL TO ORDER: **D. Needham at 10:03am**

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

- 3) APPROVAL OF AGENDA:

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

- 4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

MOTION by LUCYK to approve minutes of 24 March 2020 as presented
SECOND by COOK
MOTION CARRIED

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

- 6) REPORTS:

- a) Financial report/Approval of bills:

The Library Total Fund Balance as of March 31 was \$749213, about \$14,700 less than last month. All the funds have been moved out of Michigan CLASS. The interest rate on CLASS has been a slow steady decline, and has reached 1.0856% as of April 17. (It was 1.3957% on March 18.) The funds we moved out now reside in cash positions at 4Front and FAFCU. We earned about \$980 interest in March. At present, we show a negative balance of cash in 271 at Huntington, but that will be made up for when our current tax revenues get deposited.

There are some misleading numbers in the Standard Budget Report pages. These include errors in the Health insurance buy-out, penal fines still showing no revenue YTD, and several credited back amounts (471 Bldg expense, 271 health/dental) and some odd amounts in property tax, commercial forest tax and PILT all point to the toll corona virus is taking on communications and organization.

Expenditures YTD, we've spent about \$80,500, and nearly \$19,000 in March, including \$13,500 salary/wage, \$1,500 books, \$570 Utilities and \$580 in B/G maintenance. We have "spent ahead" on postage, office Supplies and Books, but well within total budget, and have already spent already nearly \$6000 of the \$6500 budget on e-collection (one big purchase back in January. We should be sure to keep up with transferring penal fine total from 271 into 472, even though we expect to fall well short of the budgeted amount. Thru March, we project just over \$50,000 from that revenue source, against a budget of \$80,000. Virus outbreak may tank this even further.

As to the concerns about level of insurance on our investments: Both 4 Front and FAFCU are insured to the full faith and credit of the US Government by NCUA, but only up to \$250,000 per owner of the account. Since we are a business, FAFCU feels the multiple people listed on the Library account constitute ONE OWNER, so our nearly half-million bucks there is only covered to \$250,000. (4Front is under \$250,000 so we are safe there.) I was speaking to Courtney at FAFCU, and there may be some ploy we can take use to protect these funds. It is possible that we are a "government account" and under different rules anyway.

MOTION by COOK to accept Treasurer's Report as presented
SECOND by PERESS
MOTION CARRIED

MOTION by MORAN to approve expenditures in the amount of \$3,097.36
SECOND by LUCYK
MOTION CARRIED by roll call (All Ayes)

- b) Director's report: **(ATTACHED)**
- c) Friends of the Library report: **Gillooly update**
- d) DDA report: **Cook update; Railroad Square project progress**
- e) Committee reports:
 - i) Policy manual review/approval:

MOTION by MORAN to adopt Policy 2.2 as presented
SECOND by PERESS
MOTION CARRIED by roll call (All Ayes)

- ii) Capital Campaign: **No update**

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seurnyck model: **No update**
- b) Critical response/building security enhancements: **No update**
- c) Performance appraisals and staff compensation: **No update**
- d) Penal fines / revenue sources: **Moran update; penal fines in decline**
- e) Board workshop: **Postponed until further notice**

- 8) NEW BUSINESS:
a) Staff payroll:

MOTION by MORAN to pay staff through 25 April 2020
SECOND by LUCYK
MOTION CARRIED by roll call (All Ayes)

MOTION by MORAN to pay staff until 15 May 2020
SECOND by COOK
MOTION CARRIED by roll call (All Ayes)

- b) School library grants

MOTION by COOK to authorize COOK and ROBERTS to apply for a Rotary Charities grant for the School Libraries Project
SECOND by LUCYK
MOTION CARRIED

- c) Library advocacy: **ROBERTS to email representative contact info to trustees**

- 9) BoC LIAISON COMMUNICATION: **SWEET update; BoC meeting scheduled for 29 April 2020, COVID-19-related topics**

- 10) ITEMS FOR FUTURE AGENDA:

- a) **Investments insurance**
b) **Staff payroll**
c)
d)

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

- 12) Next meeting scheduled for: **Tuesday, 26 May 2020 at 10:00am**

- 13) ADJOURNMENT AT: **11:03am**

Respectfully Submitted,

John Roberts
Recording Secretary

Director Report

28 April 2020

- The governor has directed libraries to remain closed until May 15th. As I write we haven't been given an opinion on curbside pickup or book delivery. The staff have been working remotely to the best of their ability: professional development, webinars, new softwares, social media maintenance, etc. We're hoping that we're allowed to bring staff back into the building soon, but this again requires the lawyers weighing in. We do need to pay staff through April 25th, but then as I see it our options are as follows:
 - Status quo. Continue to pay staff till they're allowed to return to work on-site. Continue working remotely as circumstances permit.
 - Furlough all staff until further notice.
 - Selectively furlough staff. For example, Jan Parker and Janeth Ottgen, since their ability to work remotely is relatively limited.

- Our "school library" project has the full support of KPS and TADL. We have an agreement from KPS to pay us an annual fee of \$11,200 for our services, and Cash is close to securing about \$6,500 in grant funding from Rotary Charities for the necessary initial expenses. We'll be submitting to grants for an additional \$50,000 to \$60,000 for RFID security gates for Rapid City Elementary, Birch Street Elementary, and Cherry Street Intermediate. Security gates aren't strictly a necessity, but since we're more or less building 21st-century libraries from scratch, we'd like to do it right from the outset. Further grants for materials (books and the makerspace-type equipment we use for programming at the library) will become a continual activity.