

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES

REGULAR MEETING MINUTES

27 OCTOBER 2020, 10:00AM

DRAFT MINUTES

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

- 2) ATTENDANCE/INTRODUCTIONS:
 - a) BoT present: **D. Needham, R. Lucyk, M. Moran, C. Cook (absent), K. Peress**
 - b) BoC present: **J. Sweet**
 - c) Friends of the Library liaison: **M.R. Gillooly**
 - d) Staff present: **J. Roberts**
 - e) Public present: **C. Penny**

- 3) APPROVAL OF AGENDA:

MOTION by MORAN that the agenda be approved as corrected

SECOND by LUCYK

MOTION CARRIED (all ayes, Cook absent)

- 4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

MOTION by PERESS to approve minutes of 22 September 2020 as presented

SECOND by MORAN

MOTION CARRIED (all ayes, Cook absent, Lucyk abstain)

- 5) PUBLIC COMMENT: **None**

6) REPORTS:

a) Financial report/Approval of bills:

Library Total Fund Balance as of the end of September was \$886,424 which is down just \$775 from last month. Our Total Bank Balance was \$886,489, in excellent agreement with TFB, and down only about \$2400 from last month. We made about \$784 in interest for the month.

There were no noticeable occurrences in Revenues or Expenditures for the month.

We have taken steps to remedy the anomalies in the "Health Insurance" line item and the Health Insurance Buyout. We were unaware of the move by the BOC to increase the buyout to \$250 per month back in January.

We have developed a draft budget to submit to the Health & Welfare committee tomorrow. We will discuss at length later in the meeting, and vote to submit or amend.

New 271 budget: both expenditures and revenue are set at \$375,422, about \$31,000 less than this year. Current Tax Revenue expected to increase from \$196,000 to \$214,000, and penal fines revenue to decrease from \$81,000 to \$56,000. **If all our assumptions for this budget hold, the total library fund balance (all three funds) at the end of 2021 will increase by \$8,435.**

We should also consider moving some of the money languishing in the credit union 0000 accounts into our CLASS accounts. The daily yield rate is holding, down around 0.11%.

MOTION by LUCYK to accept Treasurer's Report as presented

SECOND by PERESS

MOTION CARRIED by roll call (all ayes, Cook absent)

MOTION by PERESS to approve expenditures in the amount of \$9,171.47 as presented

SECOND by LUCYK

MOTION CARRIED by roll call (all ayes, Cook absent)

b) Director's report: **Report on file**

MOTION by MORAN to approve Policy 4.1.1

SECOND by PERESS

MOTION CARRIED (all ayes, Cook absent)

- c) Friends of the Library report: **Available funds unchanged as of 8/31/20, \$4,388.98.
New Library Building Fund, \$93,471.03**
- d) DDA report: **Needham update: Community Christmas parade 4 December 2020**
- e) Committee reports:
 - i) Capital Campaign: **Roberts update: meeting with c2ae's marketing department;
EDA grant in process**

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryneck model:
 - MOTION by MORAN to submit the Agreement for Operating and Maintaining
Kalkaska County Library to the Kalkaska County Health & Welfare Committee**
 - SECOND by LUCYK**
 - MOTION CARRIED (all ayes, Cook absent)**
- b) Master Plan progress report: **Special meeting to discuss scheduled for 5 November
2020 at 10:00am**
- c) Director contract review/job description: **Tabled for November meeting**
- d) Director evaluation: **In process; due December 1st**
- e) Name badges, board members: **Trustees will receive county name badges**
- f) 2021 budget:
 - MOTION by MORAN to approve the proposed 2021 budget and to submit to the
Kalkaska County Commissioners**
 - SECOND by PERESS**
 - MOTION CARRIED (all ayes, Cook absent)**

8) NEW BUSINESS:

a) School Libraries report: **Roberts update: Memorandum to KPS Administrators, 2020/2021 goals**

b) MI CLASS investment:

MOTION by LUCYK to transfer \$73,000 from FAFCU 472-000-003.000 and to transfer \$134,500 from 4Front CU 271-000-004.000 into the appropriate MI CLASS account

SECOND by PERESS

MOTION CARRIED by roll call (all ayes, Cook absent)

9) BoC LIAISON COMMUNICATION: **J. Sweet update: 2021 budget work in process**

10) ITEMS FOR FUTURE AGENDA:

a) **Director agreement / job description**

b) **State Aid report**

11) PUBLIC COMMENT: **C. Penny**

12) Next meeting scheduled for: **Thursday, 24 November 2020 at 10:00am**

13) ADJOURNMENT AT: **11:17am**

Respectfully Submitted,

John Roberts

Recording Secretary