**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING MINUTES**

**23 FEBRUARY 2021, 10:00AM**

**APPROVED MINUTES**

1. CALL TO ORDER: **Needham at 10:00am**
2. ATTENDANCE/INTRODUCTIONS:
   1. BoT present: **D. Needham, R. Lucyk, M. Moran, C. Cook, K. Peress**
   2. BoC present: **None**
   3. Friends of the Library liaison: **M.R. Gillooly**
   4. Staff present: **J. Roberts**
   5. Public present: **None**
3. APPROVAL OF AGENDA:

**MOTION by COOK that the agenda be approved as presented**

**SECOND by LUCYK**

**MOTION CARRIED by roll call (all ayes)**

1. ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by PERESS to approve minutes of 26 January 2021 as presented**

**SECOND by MORAN**

**MOTION CARRIED by roll call (all ayes)**

1. PUBLIC COMMENT: **None**
2. REPORTS:
   1. Financial report/Approval of bills:

Total Fund Balance at the end of January was $794,991.00, $25,748.39 less than at the end of December. This reflects the fact that we take in much less revenue than our expenses until our lump sum Tax Revenue later in the year. The County Treasurer has confirmed that it is “usually” OK to run a negative balance in the Cash Pool at Huntington National, because they have large balances in that. She suggests that if we notice our negative balance approaching $50,000, we might transfer some funds to cover. Our balance takes a large increase when the County transfers in our Current Tax Revenues around August.

Now looking at the 271 Revenues sheet, you can see that we just don’t get much revenue in any given month. We got only $1,362 in donations/fines/fees, but that was way ahead of what we planned to average each month. Penal Fines were only about $2,500 which is a couple of thousand LESS than we would like to average. No Grants came in, and no interest was credited, although we know we earned about $806, according to on-line banking numbers. ($211 of that would go into 271; the rest into 471 and 472.) State Aid and salary reimbursement come in lump sums later in the year.

Expenditures look good so far, spending $11,796 less than targeted. The one line that is noticeable is the E-collection, where we have already spent more than $5,900 of a budgeted $7,500, but that is inherent in the way those purchases are made each year. Note that we have paid our annual TADL contract, $17,000 of the total $19,100 budget.

We have about $110,000 worth of CDs (FIVE of them) maturing at FAFCU on 3/21. This is all 471 money, at 1.75%. 471 is a sort of “maintenance fund” for existing building issues. This will carry along for the same purpose when we go into our new building. I recommend that we lump most of it together in a long-term CD at the best rate we can get, keeping maybe $10,000 in more liquid funds for possible emergency use. We can wait until we meet on March 23, and vote then to make the choice. We will have a few days grace period then to get our minutes to the County Treasurer with instructions for her.

Michigan CLASS investments are earning only 0.0731% daily interest as of 2/2/21.

**MOTION by PERESS to accept Treasurer’s Report as presented**

**SECOND by COOK**

**MOTION CARRIED by roll call (all ayes)**

**MOTION by MORAN to approve expenditures for February 2021 in the amount of $6,886.74**

**SECOND by LUCYK**

**MOTION CARRIED by roll call (all ayes)**

* 1. Director’s report: **Report on file.**

**MOTION by LUCYK to approve Resolution 2021 – 1 as amended**

**SECOND by MORAN**

**MOTION CARRIED by roll call (all ayes)**

* 1. Friends of the Library report: **Gillooly update. As of January 2021 checking account balance is $7,288.54; New Library account balance is $100,659.51.**
  2. DDA report: **Cook update. Activity with engineering firm Gosling/Czubek; new non-motorized trailhead in planning stages; DNR recreation trust fund grant.**
  3. Capital Campaign report: **Roberts/Cook update. EDA Grant matching funds in process.** **EDA Grant proposal document available for review.**

1. UNFINISHED BUSINESS:
   1. County donation policy: **Discussion. Under review. Forward revised contract to Board.**
2. NEW BUSINESS:
   1. Election of officers:

**MOTION by COOK to approve the 2020 slate of officers for 2021**

**SECOND by PERESS**

**MOTION CARRIED by roll call (all ayes)**

1. BoC LIAISON COMMUNICATION: **NONE**
2. ITEMS FOR FUTURE AGENDA:
   1. **Donation policy**
   2. **Schools contract**
   3. **472 budget amendment**
3. PUBLIC COMMENT: **None**
4. Next meeting scheduled for: **Tuesday, 23 March 2021 at 10:00am**
5. ADJOURNMENT AT: **11:03am**

Respectfully Submitted,

John Roberts

Recording Secretary