

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
23 MARCH 2021, 10:00AM**

~~DRAFT MINUTES~~



- 1) CALL TO ORDER: **Needham at 10:00am**
- 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: **David McGreaham, James Stevens, Lisa Anderson**

3) APPROVAL OF AGENDA:

**MOTION by MORAN that the agenda be approved as presented
SECOND by PERESS
MOTION CARRIED by roll call (all ayes, LUCYK absent)**

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by PERESS to approve minutes of 23 February 2021 as presented
SECOND by COOK
MOTION CARRIED by roll call (all ayes, LUCYK absent)**

5) PUBLIC COMMENT: **D. McGreaham, Northern Michigan Opioid Response Consortium
(availability of NARCAN nasal spray)**

6) REPORTS:

a) Financial report/Approval of bills:

At the end of February, Library Total Fund Balance was \$787,761.99, about \$7230 less than the previous month. Our balance at HNB has dropped to-\$68,772, down from just -\$12,491 last month

because we asked Corinna Hervey to make the transfer of our penal fines from 271 to 472, catching us up to the YTD amount that wasn't transferred in 2020.

There are a couple of entries on the 271 balance sheet I do not understand: one is that minus \$1100.96 "due from State" in our Assets and the other is the line at the bottom of the Fund Balance, "Out of Balance" by \$7735.

Our Revenues page doesn't give a true picture of some very positive results, since it seems to miss the interest that is credited to our accounts each month, but not reported except quarterly, and the fact that we operate in the red until our tax revenues finally get paid in June or July. Donations are ahead of target, as are School Program reimbursements. The Appropriated from Fund Balance LOOKS like it is behind, but can be ignored because it is only used as a budget-balancing tool. Penal Fines are about the only thing to worry about. Those are already \$3337 behind target, just two months into the year. They amounted to just \$3500 in February.

All items tied to salary/wage are less than targeted, probably due to Covid restrictions. We seem to be buying ahead on things like books, office supplies, E collection and A/V. Legal fees would probably need amending if anything else comes up. Utilities are in good shape as we come out of heating season, and we are probably through most of our need for snowplowing in B/G maintenance.

We earned about \$787 in interest in February.

The treasurer presented some possible strategies for reinvesting funds from some maturing CD's.

MOTION by MORAN to request the county treasurer to take the following actions at her earliest opportunity:

- 1) Withdraw the total balance of library funds from Michigan CLASS 271 account and with the proceeds:**
 - a) Purchase \$100,000 Jumbo CD from 4Front Credit Union for a 24 month term, and,**
 - b) Transfer the remainder to the Library 271 Cash Pooled account at Huntington National Bank**

- 2) Withdraw the total balance of Library funds from Michigan CLASS 472 account and with the proceeds:**
 - a) Purchase a \$50,000 Regular CD from 4Front Credit Union for a 48 month term, and,**
 - b) Use the remainder to purchase a Regular CD from 4Front for a 24 month term**

- 3) Use the proceeds from the several CD's maturing on March 22, 2021 (numbers 335, 336, 337, 338 and 339 all designated 471 funds) at Forest Area Credit Union to:**
 - a) Purchase a \$100,000 Jumbo CD from 4Front Credit Union for a term of 60 months, and,**
 - b) Purchase a \$5000 Regular CD from 4Front Credit Union for a term of 12 months, and,**

- c) **Transfer the remainder to the Library 471 Cash Pooled account at Huntington National Bank**

SECOND by LUCYK

MOTION CARRIED by roll call (all ayes)

MOTION by COOK to accept Treasurer's Report as presented

SECOND by PERESS

MOTION CARRIED by roll call (all ayes)

MOTION by MORAN to approve expenditures for February 2021 in the amount of \$5,139.33

SECOND by COOK

MOTION CARRIED by roll call (all ayes)

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

MOTION by LUCYK to approve Policy 4.1.6 as presented

SECOND by COOK

MOTION CARRIED by roll call (all ayes)

- c) **Friends of the Library report: Gillooly update. As of February 2021 checking account balance is \$7,231.13; New Library account balance is \$100,695.51. Annual book sale June 3-5, Friends garage sale July 8-10, Golf outing in August at Timber Wolf**
- d) **DDA report: Cook update. Railroad Square construction nearly complete; high number of requests to book event space**
- e) **Capital Campaign report: Roberts/Cook update. \$2,000,000 donation approved. Current federal legislation for library construction looks promising**

7) UNFINISHED BUSINESS:

- a) **County donation policy: Contract revisions approved by commissioners**

8) NEW BUSINESS:

- a) **School libraries contract: No action. Contract expected for review in April**

b) Proposed budget amendment: **Deemed unnecessary for the present**

c) Continuance, remote or in-person meetings: **Discussion.**

MOTION by COOK to permit hybrid in-person/remote board meetings

SECOND by PERESS

MOTION CARRIED by roll call (all ayes)

9) BoC LIAISON COMMUNICATION: **J. Sweet report: Interviewing for zoning commission; topics under consideration by commissioners include budget, zoning, Rugg Pond, marijuana, naloxone, Kaliseum**

10) ITEMS FOR FUTURE AGENDA:

a) **School libraries contract**

b) **Naloxone**

c)

11) PUBLIC COMMENT: **L. Anderson, available for NARCAN training**

12) Next meeting scheduled for: **Tuesday, 27 April 2021 at 10:00am**

13) ADJOURNMENT AT: **11:09am**

Respectfully Submitted,

John Roberts
Recording Secretary