

**KALKASKA COUNTY LIBRARY | 247 S. CEDAR STREET, KALKASKA, MI 49646
(231) 258-9411 | info@kalkaskalibrary.org**

**REGULAR MEETING APPROVED MINUTES | 22 FEBRUARY 2022 AT 10:00AM
Held at the Kalkaska County Library**

1. Call to order: Needham at 10:04am

2. Attendance:

Trustees: D. Needham, R. Lucyk, M. Moran, C. Cook, K. Peress (attending remotely from Blue Lake Township)

Commissioner liaison: J. Sweet

Friends' liaison: M.R. Gillooly (absent)

Staff: J. Roberts, J. Willis

Public: None

3. Approval of agenda:

MOTION by MORAN to approve agenda as presented

SECOND by COOK

MOTION CARRIED (all ayes, PERESS abstain)

4. Approval of minutes:

MOTION by LUCYK to approve minutes of 25 January 2022 as presented

SECOND by MORAN

MOTION CARRIED (all ayes, PERESS abstain)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

All information we get from the Standard Budget Report from the County is subject to change, until they finally officially close the books, but as of the end of January 2022, our Total Fund Balance, made up of the three funds that contain Library monies was \$903,257.40, which is approximately \$66,700 LESS than the previous month. These numbers are derived from the Standard Budget Report, and are in very good agreement with the numbers we find independently from the on-line Bank Balances, which total \$903,723.03. That is a discrepancy of only about \$500.

Values of each of the 3 Funds are shown in the Banking Report attached to the minutes.

We earned about \$660 in interest last month.

Our Pooled Cash situation is good, with only the 471 fund in negative balance at HNB.

Revenues are quite sparse early in the year like this, and we show only about \$605 YTD.

Both E-collection and Periodicals are spent ahead of pace; \$7,000 of \$10,000 budget, and \$1,100 of \$1,200 budget, although I believe John does this to take advantage of package deals. The other large deficit is in the Tech 933 line where we have spent \$30,000 of \$45,000 budget. This is the large grant to provide Wi-Fi coverage to Railroad Square.

In the interest of maintaining continuity, we have begun a process of saving the experience and knowledge of the Treasurer. We are beginning by showing how to access the various on-line information, with usernames and passwords, and the way the information is captured. Eventually, we hope to have someone who could step in either in a Staff or Board position, to manage the several spreadsheet pages that appear in this report each month, as well as setting up the transitions from one year to the next. The one which generates the Bills report and tracks the amounts remaining in each line item may prove a bit more of a challenge but are important tools that help the Director manage the spending.

MOTION by COOK to accept treasurer's report as presented

SECOND by LUCYK

MOTION CARRIED by roll call (all ayes, PERESS abstain)

MOTION by COOK to approve expenditures for February 2022 in the amount of \$11,848.30 as presented

SECOND by MORAN

MOTION CARRIED by roll call (all ayes, PERESS abstain)

7. **Director's report:** Placed on file
8. **Friends of the Library report:** Gillooly: no report
9. **DDA report:** Cook: RR Square wi-fi project in process; expecting successful farmers' market and summer reading programs

10. Fundraising working group:

MOTION by COOK to approve HKM & Associates Consulting Agreement dated 1 January 2022, Needham as signatory

SECOND by MORAN

MOTION CARRIED by roll call (all ayes, PERESS abstain)

11. Millage working group: Discussion. Ballot Committee consists of Lucyk and Roberts

12. Unfinished business:

- a. **2021 annual report:** Discussion. Feedback expected in March

13. New Business:

- a. **Strategic planning retreat:** Scheduling for October in process

- b. **Policy 4.3.2 update:**

MOTION by LUCYK to approve Policy 4.3.2 as amended, referring to Items not Returned, change 30 days to 45

SECOND by COOK

MOTION CARRIED (all ayes, PERESS abstain)

- c. **Open Meetings Act:** Discussion. K. Peress to attend remotely as a non-voting trustee until further notice

14. Commissioner liaison report: Sweet: ARPA funds donated to townships; Kalkaska Village/City and Kaliseum discussions

15. Items for future agenda:

- a. None
- b.
- c.

16. Public comment: None

Next meeting scheduled for: 22 March 2022 at 10:00am

17. Adjournment: 11:39am

Respectfully submitted:

**John Roberts
Recording Secretary**