

KALKASKA COUNTY LIBRARY | 247 S. CEDAR STREET, KALKASKA, MI 49646  
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**REGULAR MEETING DRAFT MINUTES | 22 MARCH 2022 AT 10:00AM**  
**Held at the Kalkaska County Library**

**1. Call to order:** Needham at 10:00am

**2. Attendance:**

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

**Commissioner liaison:** J. Sweet

**Friends' liaison:** M.R. Gillooly

**Staff:** J. Roberts, J. Willis

**Public:** None

**3. Approval of agenda:**

**MOTION by COOK to approve agenda as presented**

**SECOND by MORAN**

**MOTION CARRIED (all ayes, PERESS abstain, LUCYK absent)**

**4. Approval of minutes:**

**MOTION by MORAN to approve minutes of 22 February 2022 as amended**

**[heading, fixed typo in email address]**

**SECOND by COOK**

**MOTION CARRIED (all ayes, PERESS abstain, LUCYK absent)**

**5. Public comment:** None

**6. Treasurer's report / approval of expenditures:**

Total Fund Balance at the end of February was \$901,684, down only about \$1600 from last month. This low number seems to be a result of changes as the books close on last year and as the fairly large federal grant money comes in to reimburse the Railroad Square wi-fi expenditure. Larger decreases in the balance will surely follow. Fund balance in 271 for instance, fell approximately \$27,000 from January to February. Total Bank balances are in good agreement with our Fund Balance.

We earned about \$645 interest last month.

Our pooled cash in 471 has decreased from minus \$5600 to minus \$10,000, which surprised me, because I'd thought we already paid for the furnace replacement but we hadn't. We should go ahead and cash out the CD S 607 when it matures day-after-tomorrow, and move that cash to Huntington. We will deal with that under new business.

Expenditures in 271 are under control, and even in the line items that show that we are spent ahead of target rate we are below the yearly budget. For instance, we've spent \$30,179 on Technology, which makes us look \$22,649 "ahead of spending YTD" but we are still below the \$45,000 Tech budget for the year. No concerns here.

Penal fines for the month of February were \$3020.50 which is lower than the pace we need to reach the budgeted \$70,000.

We have continued meeting with the director to familiarize him with the procedures involved in creating the monthly financial reports created by the treasurer. No progress yet on creating the video record to preserve the knowledge that way.

**MOTION by MORAN to instruct the county treasurer to cash Library CD S607 at 4Front Credit Union when it reaches maturity on 3/24/2022, and to move the entire proceeds to Huntington National Bank, 471-790-001.000, the Library 471 Cash Pooled Account**

**SECOND by COOK**

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

**MOTION by COOK to accept treasurer's report as presented**

**SECOND by MORAN**

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

**MOTION by COOK to approve expenditures for February 2022 in the amount of \$15,481.35 as presented**

**SECOND by MORAN**

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

**7. Director's report: Placed on file**

**MOTION by COOK to approve up to \$800 for Quote #22-1305, MacLellan Mechanical Services, Inc., to improve lower-level HVAC ductwork**

**SECOND by MORAN**

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

**8. Friends of the Library report:** Gillooly: Placed on file; New library building savings \$124,812.10

**9. DDA report:** Cook: TC Dance Project, 2 performances July 23<sup>rd</sup>, Railroad Square, children and adults

**10. Fundraising working group:** Discussion; report submitted by HKM & Associates

**11. Millage working group:** Discussion; Lucyk and Roberts to prepare resolution and ballot for April meeting

**12. Unfinished business:**

a. **2021 annual report:** Discussion; report ready for distribution in April

b. **Strategic planning retreat:** Scheduled for October 7<sup>th</sup>

**13. New Business:**

a. None

**14. Commissioner liaison report:** Sweet: Kaliseum under discussion; taxing limits at the township level

**15. Items for future agenda:**

a. Millage resolution and ballot language

b.

c.

**16. Public comment:** None

**Next meeting scheduled for: 26 April 2022 at 10:00am**

**17. Adjournment:** 11:11am

**Respectfully submitted**  
**John Roberts**  
**Recording Secretary**