

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

**REGULAR MEETING DRAFT MINUTES | 28 JUNE 2022 AT 10:00AM
Held at the Kalkaska County Library**

1. Call to order: Lucyk at 10:03am

2. Attendance:

Trustees: D. Needham (absent), R. Lucyk, M. Moran, C. Cook (present until 11:35am), K. Peress (attending remotely from Blue Lake Township)

Commissioner liaison: J. Sweet

Friends' liaison: M.R. Gillooly

Staff: J. Roberts

Public: None

3. Approval of agenda:

MOTION by COOK to approve agenda as presented

SECOND by MORAN

MOTION CARRIED (all ayes, PERESS abstain, NEEDHAM absent)

4. Approval of minutes:

MOTION by COOK to approve minutes of 24 May 2022 as presented

SECOND by MORAN

MOTION CARRIED (all ayes, PERESS abstain, NEEDHAM absent)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

Our major donor to the New Library has made a second gift of \$100,000 toward our project. As before, the funds are to be kept separate, and are not to be spent until the final agreement is signed, and only on actual construction costs. As first major donor, they have reserved naming rights for the library building when it is finished.

We have been working with the County Treasurer to locate some better interest rates on CD's. MSU Federal of Traverse City rates seem to be nearly double those found here locally in Kalkaska. As long as we can view the accounts online and create printed reports, this seems to be a good strategy. A motion was suggested to cover instructions to the County Treasurer.

As previously reported, the Library also has a maturing 271 CD at 4Front credit union on June 29th. A motion was presented to cover how to reinvest those funds.

The Library's total fund balance stands at \$846,565.99 as of May 31, about \$10,600 less than the previous month. We earned about \$645 interest for the month. Penal fines were \$4,532 for May. Their total of \$20,450 YTD is about \$9000 less than targeted.

Revenue items in the red include PILT, Commercial Forest Tax, Interest, and both School Revenues and School Reimbursements. But overall, we are ahead of revenue target for the year.

Expenditures show quite a number of items which have been spent faster than anticipated, including Office Supplies, Books, E-collection, Periodicals, B/G Maintenance and Technology. School Program Purchases, although in the red, are reimbursable by the school. Even if we must amend our budget, we will receive the extra amount as reimbursement.

MOTION by COOK to accept treasurer's report as presented

SECOND by MORAN

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

MOTION by COOK to approve expenditures for June 2022 in the amount of \$15,341.87 as presented

SECOND by MORAN

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

MOTION by MORAN that the Library Director submit the \$100,000 donated gift check to the County Treasurer for deposit in a jumbo Certificate at MSUFCU for a 4 year term. Expected interest rate is at least 2.25%, API and penalty for early withdrawal is 180 days of dividends or less. If it is found that the current terms are different, please do not deposit, but report back to the Library Treasurer. The balance in this CD is to be carried in the Library's 472 account.

SECOND by COOK

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

MOTION by MORAN that we instruct the County Treasurer to cash out our CD #S610 (approximate value \$32,600) at 4Front credit union when it matures on June 29th, 2022, and to deposit the proceeds to the Library 271 Cash Pooled account at Huntington National Bank.

SECOND by COOK

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

7. **Director's report:** Roberts, oral report
8. **Friends of the Library report:** Gillooly: report placed on file; \$10,915.60 in savings, \$126,477.56 in new library building savings; recent and upcoming fundraisers include trivia nights, book sale, wine party, garage sale, fine arts auction, and golf outing
9. **DDA report:** Cook: many projects currently in process; governor's visit to downtown Kalkaska productive
10. **Fundraising working group:** Roberts: federal and state funding requests in process
11. **Millage working group:** Roberts: preparations for August consultant's visit in process
12. **Unfinished business:**
 - a. **Security cameras:** Roberts: no action
 - b. **Staff, tuition assistance policy:** Peress: policy under consideration; to be discussed July
 - c. **Budget amendment:**

MOTION by COOK to approve the budget amendment dated 28 June 2022, increasing revenues in 271-790-570.000 by \$2,610, 271-790-690.000 by \$20,000, and 271-790-630.000 by \$5,100; increasing expenditures in 271-790-741.000 by \$1,300, 271-790-827.000 by \$1,350, 271-790-920.200 by \$1,000, 271-790-727.000 by \$2,010, 271-790-830.000 by \$3,000, 271-790-707.000 by \$2,000, 271-790-749.000 by \$17,000, 271-790-719.800 by \$50
SECOND by MORAN

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

d. KPS contract:

MOTION by MORAN to approve the Kalkaska County Library Consultant Library Services Agreement with Kalkaska Public Schools, dated 1 July 2022, as presented

SECOND by COOK

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

13. New Business:

- a. Mileage for commissioner liaisons: tabled for July**

14. Commissioner liaison report: Sweet: Kaliseum, whitebox area (general pool area) plans in process

15. Items for future agenda:

- a. Mileage for commissioner liaisons**
- b. Solomon Foundation**
- c.**

16. Public comment: None

Next meeting scheduled for: 26 July 2022 at 10:00am

17. Adjournment: 11:40am

Respectfully submitted

John Roberts

Recording Secretary