

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

**REGULAR MEETING DRAFT MINUTES | 25 OCTOBER 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, M. Moran, C. Cook, R. Wesley

Commissioner liaison: J. Sweet

Friends' liaison: M.R. Gillooly

Staff: J. Roberts

Public: H. Wales

3. Approval of agenda:

MOTION by COOK to approve agenda as presented

SECOND by MORAN

MOTION CARRIED (all ayes)

4. Approval of minutes:

MOTION by LUCYK to approve minutes of 27 September 2022 as presented

SECOND by MORAN

MOTION CARRIED (all ayes)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

As of September 30, the Library Total Fund Balance was \$1,110,518.44, about \$16,500 less than at the end of August. Bank balances and Fund Balance reported in the SBR are in good agreement. The various investments roll along steadily.

There will be a maturing CD on November 5 (\$100,500) and another on December 7 (\$15,000) at 4Front Credit Union. Both are in 472 fund. We know that further interest rate hikes from the Fed are very likely, and that seems to be what drove the sudden turn in rates offered by CLASS.

They seem to be paying about 2.5% annual at present, and with the complete liquidity offered and ease of transferring funds, it seems like the best choice. I will offer a motion with instructions to the County Treasurer later in the meeting.

Penal fines have dropped back to \$5346 in September, after an unexpected bump nearly twice that last month. This brings our total, YTD, to \$51,623.77, against a budgeted target of \$52,500, which is actually quite close.

According to the report I generate from on-line sources, we have earned YTD, \$683 in 271, \$920.98 in 471, and \$5095.97 in 472, for an overall total of \$6699.95. But looking at our Budgeted revenues from interest, we expected \$6455, so we are beating that already. But we allocated the amounts wrong, so it looks like we are behind in 271 and 471 but way ahead in 472. I hope to be able to predict these closer in 2023.

MOTION by MORAN that the County Treasurer transfer all funds from maturing CD S602 into the Library CLASS account, 472 New Library Construction Fund, on November 7th, 2022
SECOND by LUCYK
MOTION CARRIED by roll call (all ayes)

MOTION by COOK to accept treasurer's report as presented
SECOND by LUCYK
MOTION CARRIED by roll call (all ayes)

MOTION by MORAN to approve expenditures for October 2022 in the amount of \$17,726.71 as presented
SECOND by COOK
MOTION CARRIED by roll call (all ayes)

7. **Director's report:** Placed on file
8. **Friends of the Library report:** Report placed on file; \$10,199.57 in savings, \$143,831.39 in new library building savings; upcoming fundraisers include Christmas basket silent auction, Christmas cookie sale
9. **DDA Director report:** Master planning in process; public input session at the Commission on Aging, October 27th, 6:00pm

10. Fundraising working group: \$5 - \$6 million project renderings in process; state funding request in process

11. Millage working group: Discussion: waiting on millage-related clarifications from county counsel

12. Unfinished business:

a. **Security cameras:** Bids submitted to trustees for consideration

b. **Library master plan:** Strategic goals submitted for review

c. **Budget amendment:**

MOTION by COOK to approve budget amendment 2022-0051 wherein State Unemployment Tax (717) is increased \$2,000, Liability Insurance (910) is increased \$500, Books (740) is increased \$1,750, E-Collection (748) is increased \$1,750, Bldg & Grounds Maint. (931) is increased \$1,700, Salaries & Wages (704) is increased \$8,700, Employer FICA Tax (716) is increased \$700, Retirement (719.900) is increased \$600, School Prog. Reimbursement (690.200) is increased \$17,000, AV Collection (746) is decreased \$3,500, Health Insurance Buyout (707) is decreased \$2,000, and Approp. Fund Balance (699.999) is increased \$4,800

SECOND by WESLEY

MOTION CARRIED by roll call (all ayes)

d. **Trustee application:** Received verbal affirmation that Chair Fisher approved R. Wesley's appointment as library trustee

13. New Business:

a. **Bylaws review:** Scheduled for January 2024

b. Holiday closures:

MOTION by COOK to close the library Saturday, November 26th; Monday, December 26th; and Monday, January 2nd, 2023

SECOND by MORAN

MOTION CARRIED by (all ayes)

c. Director review: Forms distributed to trustees

14. Commissioner liaison report: CPR classes and exit reviews for employees under consideration, budget workshops in November

15. Items for future agenda:

a. None

16. Public comment: None

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

17. Adjournment: 11:17am

Respectfully submitted

John Roberts

Recording Secretary