

**KALKASKA COUNTY LIBRARY | 247 S. CEDAR STREET, KALKASKA, MI 49646
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**REGULAR MEETING DRAFT MINUTES | 22 NOVEMBER 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: None

3. Approval of agenda:

MOTION by MORAN to approve agenda as presented

SECOND by WESLEY

MOTION CARRIED (all ayes)

4. Approval of minutes:

MOTION by COOK to approve minutes of 25 October 2022 as presented

SECOND by MORAN

MOTION CARRIED (all ayes)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

The Library Total Bank Balance at the end of October was \$1,095,365.25, about \$15,500 less than the previous month. The total bank balance is in good agreement with the total Fund Balance reported in the Standard Budget Report, at \$1,094,755.88.

We will again need to vote on an action for a maturing CD: on December 7, our New Money CD at 4 Front credit union matures, worth about \$15,000. It has been earning a paltry \$5 a month, so it makes sense to move it into Michigan CLASS funds, which seem to presently be earning in the neighborhood of 3% annually.

It would also seem to make sense to go ahead and cash out all our funds at FAFCU, about \$15,700, which are earning almost nothing, and take whatever small penalty there would be to move them into CLASS too. Besides earning more in a month there than all year at FAFCU, we get the bonus of simplifying the complexity of tracking our investments, and improving the liquidity of our funds.

Total revenues through October are \$32,000 below expected. Major factors in this are the \$14,400 shortfall from School Program Reimbursement, a \$6,500 shortfall in Federal Grants and \$5,800 in regular Grants. We expect that ultimately the School Reimbursement will be caught up, but the others are probably not.

Penal Fines YTD are \$56,329.77. That is just \$2000 behind our budgeted amount. I am estimating that we will bring in total Revenues of about \$460,000 for the year. It looks like we will spend about \$522,400 total which means we will have to pull down our 271 fund balance by about \$62,400 to cover it all. But remember that \$66,000 of that \$522,400 was not "spent," but transferred into 472 as non-tax money. Therefore, Library Total Fund Balance may actually go UP by about \$3000 (\$66000-\$62400, about 0.57% of the total.) Hope these projections are accurate.

The Director and I are working on ways to share our various spreadsheets back and forth through Google "Drive," which will allow both of us to see and work on them at the same time and from any computer.

Motions to take action with certain library funds:

MOTION by MORAN that the County Treasurer, at her earliest convenience, close our Regular Shares and #330 accounts at Forest Area Federal Credit Union (472-790-003.000 and 472-790-003.003) recognizing that there may be an early withdrawal penalty, and to transfer the proceeds to the Library's Michigan CLASS New Construction 472 account

SECOND by LUCYK

MOTION CARRIED by roll call (all ayes)

MOTION by MORAN that we instruct the County Treasurer to transfer all funds from the maturing New Money CD (472-790-003.603) at 4Front Credit Union into the Library's Michigan CLASS New Construction 472 account (472-790-003.500) on December 8, 2022

SECOND by COOK

MOTION CARRIED by roll call (all ayes)

MOTION by COOK to accept treasurer's report as presented

SECOND by MORAN

MOTION CARRIED by roll call (all ayes)

MOTION by MORAN to approve expenditures for November 2022 in the amount of \$12,064.34 as presented

SECOND by LUCYK

MOTION CARRIED by roll call (all ayes)

- 7. Director's report:** Placed on file
- 8. Friends of the Library report:** Report placed on file; \$10,389.57 in savings, \$150,596.80 in new library building savings; upcoming fundraisers include Christmas basket silent auction, Christmas cookie sale
- 9. DDA Director report:** \$1,000,000 grant in process to rebuild Chalker Park
- 10. Millage working group:** Discussion: further details regarding August 2024 ballot underway
- 11. Fundraising working group:** Presentation, HKM & Associates; discussion, including federal funding for green construction

MOTION by COOK to approve c2ae Proposal for Professional Services: Conceptual Design of the New Kalkaska County Library, pending a completion date of February/March 2023

SECOND by LUCYK

MOTION CARRIED by roll call (all ayes)

12. Unfinished business:

- a. Security cameras:** Discussion: schedule Zoom meeting with Morrison Electric
- b. Library master plan:** In process; tabled to December meeting
- c. Director review:** In process; reviews submitted to Needham

13. New Business:

- a. **ARPA Grant final report:** Report submitted to trustees

14. Commissioner liaison report: Five recent veteran burials; Christmas parade
December 3rd, exit interview forms discussed

15. Items for future agenda:

- a. Security cameras
- b. Master plan
- c. Director review

16. Public comment: None

Next meeting scheduled for: 20 December 2022 at 3:00pm (Christmas potluck)

17. Adjournment: 12:04pm

Respectfully submitted

John Roberts

Recording Secretary