

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

**REGULAR MEETING DRAFT MINUTES | 20 DECEMBER 2022 AT 3:00PM
Held at the Kalkaska County Library**

1. Call to order: Lucyk at 3:07pm

2. Attendance:

Trustees: D. Needham [arrived at 3:24pm], R. Lucyk, M. Moran, C. Cook, R. Wesley

Commissioner liaison: J. Sweet (absent)

Friends' liaison: M.R. Gillooly

Staff: J. Roberts, D. Payne

Public: None

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 COOK to approve minutes of 22 November 2022 as presented

SECOND by WESLEY

MOTION CARRIED (all ayes)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

As of the end of November, the Library Total Fund Balance was 1,074,761.01, about \$20,000 less than the previous month.

Penal Fines were \$6,117, bringing total for the year to \$62,446.77.

We earned about \$1,313 in interest in November. We have made almost \$9,100 so far this year. It is probably time to consider further steps to move some of our money into higher interest rate instruments; because inflation rates are so high, we are losing purchasing

power. I still believe in maintaining as much diversity as we can, with our funds dispersed among several banks and different certificates in those banks, but there are some steps we might consider. Based on our discussion of options, I can present motions for actions to be taken.

Turning to Expenditures through November: Everything is in very good shape. Note that we have spent \$64,000 less than budgeted so far in the year, and we have plenty of budget to cover the transfer out of our non-tax penal fines when the books get closed at year end. Revenues would appear to be about \$27,350 underfunded, but note that we have received only \$14,063 in school program reimbursements, against purchases of \$32,290 so far. We are confident that this will ultimately be made up, so that reduces the shortfall to just over \$9000. All in all, a great performance for the year.

MOTION by MORAN that we instruct the County Treasurer to cash out CD S601 (271-000-003.200) at 4Front Credit Union at her earliest convenience, recognizing that there may be a penalty for early withdrawal, and to deposit the proceeds in the Library's Michigan CLASS 271 account, 271-000-003.002

SECOND by WESLEY

MOTION CARRIED by roll call (all ayes, Needham absent)

MOTION by MORAN that we instruct the County Treasurer to cash out CD S608 (472-790-003.351) at 4Front Credit Union at her earliest convenience, recognizing that there may be a penalty for early withdrawal, and to deposit the proceeds in the Library's Michigan CLASS 472 account, 472-790-003.500

SECOND by COOK

MOTION CARRIED by roll call (all ayes, Needham absent)

MOTION by MORAN that we instruct the County Treasurer, at her earliest convenience, to cash out CD S606 (471-790-003.425) at 4 Front Credit Union, recognizing that there may be a penalty for early withdrawal, and to deposit the proceeds into the Huntington National Bank Library Pooled Cash 471 account, 471-790-001.000. I further move that we ask the County Treasurer on the earliest possible business day in January 2023 to transfer \$81,000 from Huntington National 471 Cash Pooled account to the Library's Michigan CLASS 471 Building Fund Account (MI-01-0577-0002)

SECOND by COOK

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 November 2022 in the amount of \$12,064.34 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; \$10,389.57 in savings, \$150,596.80 in new library building savings
- 9. DDA Director report:** Application for Chalker Park submitted; scored 2nd, DNR Recreational Grant
- 10. Millage working group:** Ballot language for the August 2024 election will be prepared by counsel in January; T. Stobert will chair the campaign committee, with Needham as board liaison; Consultant Bruursema to be notified in January
- 11. Fundraising working group:** Roberts met with c2ae to review \$6 million schematic design; initial sketches expected in January
- 12. Unfinished business:**
 - a. Security cameras:** Tabled to January; Lucyk and Roberts to present recommended quote(s) at January meeting
 - b. Library master plan:** In process; coordinating plans among local agencies; trustees to make further recommendations in January
 - c. Director review:** Discussion; generally positive reviews with director acknowledging areas for focused attention; all staff salaries to fall within Michigan Class IV library averages; an 8% increase for staff to commence January 1st, 2023

MOTION by COOK to renew director's contract for 2023 at salary of \$64,000

SECOND by MORAN

MOTION CARRIED by roll call (all ayes)

13. New Business:

- a. **Lucyk, re-appointment letter:** Discussion

MOTION by MORAN to request that the Kalkaska County Board of Commissioners re-appoint Randy Lucyk to a further five-year term

SECOND by COOK

MOTION CARRIED (all ayes)

14. Commissioner liaison report: No report

15. Items for future agenda:

- a. Security cameras
- b. Master plan

16. Public comment: None

Next meeting scheduled for: 24 January 2022 at 10:00am

17. Adjournment: 4:07pm

Respectfully submitted

Debra Payne

Recording Secretary