



**KALKASKA COUNTY LIBRARY**

**247 S. CEDAR STREET, KALKASKA, MI 49646**

**(231) 258-9411 | [info@kalkaskalibrary.org](mailto:info@kalkaskalibrary.org)**

**BOARD OF TRUSTEES**

**REGULAR MEETING MINUTES**

**25 JANUARY 2022**

**APPROVED MINUTES**

- 1) CALL TO ORDER: **Needham at 10:18am**
- 2) ATTENDANCE/INTRODUCTIONS:
  - a) BoT present: **D. Needham, R. Lucyk, M. Moran, C. Cook, K. Peress (absent)**
  - b) BoC present: **J. Sweet**
  - c) Friends of the Library liaison: **M.R. Gillooly**
  - d) Staff present: **J. Roberts, J. Willis**
  - e) Public present: **K. Mengebier, J. Hay**
- 3) Election of 2022 officers:

**MOTION by LUCYK to approve a duplicate slate of 2021 officers for 2022**  
**SECOND by COOK**  
**MOTION CARRIED (all ayes, PERESS absent)**
- 4) Capital Campaign: **Presentation by Mengebier and Hay; plan of 2022 activities and fundraising outlook**

5) APPROVAL OF AGENDA:

**MOTION by MORAN that the agenda be approved as corrected**

**SECOND by COOK**

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

6) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by MORAN to approve minutes of 6 December 2021 as presented**

**SECOND by COOK**

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

**MOTION by COOK to approve minutes of 21 December 2021 as presented**

**SECOND by MORAN**

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

7) PUBLIC COMMENT: **None**

8) NEW BUSINESS:

a) [Moved to items 3) and 4)]

9) REPORTS:

a) Financial report/Approval of bills:

The Bank Balance reported is based on numbers obtained on-line at the end of December, 2021 and show a total fund balance of \$969,966.35, which is \$138,678.86 MORE than it was at the end of 2020. Much of this is due to the conditional gift of \$100,000 from the Kellogg foundation, which we are holding, but do not officially own yet. It was worth \$100,603 on December 29. Per our agreement, I sent a report to Sarah Tottingham at the Foundation. The total fund balance from the Standard budget report is subject to change, as usual at year end, and it was different, by about \$9500. 472 is at \$590,530; 471 now stands at \$100,295, and we have \$269,588 in the 271 operating fund.

We earned about \$644 interest last month. The CLASS fund paid absolutely nothing on the \$1500 or so we have there, but at least we have a presence there and have a reason to watch it every month. We have a negative balance in our 471 account at HNB in the County pooled money. Flood damage and mitigation wiped that out. We expect to cash out the 471 CD maturing in late March, and

transfer that over to HNB to offset that negative balance. We do have a \$32,000 CD maturing in early July which we may have to cash out rather than reinvest.

Turning to the Revenues spreadsheet, We finished the year \$5700 behind budget in current tax revenue, but overall, ahead of budget by \$22,443 due to strong performance on penal fines, grant revenue, interest income and School Program Revenue.

For Expenditures, we spent \$4646 less than budgeted, when the December Transfer Out is adjusted to the amount we WILL transfer to our 472 account from penal fines. All in all very good control of spending for the year.

**MOTION by COOK to accept Treasurer's Report as presented**

**SECOND by LUCYK**

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

**MOTION by MORAN to approve remaining expenditures for December 2021 in the amount of \$5,716.14, and expenditures for January 2022 in the amount of \$57,616.72 as presented**

**SECOND by COOK**

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

b) Director's report: **Report on file**

**MOTION by COOK to approve 2022 meeting schedule**

**SECOND by MORAN**

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

c) Friends of the Library report: **Gillooly update: Written report received**

d) DDA report: **Cook report: discussed under capital campaign**

e) Millage Working Group: **Discussion: specific language proposals requested;**

**consultant opinion requested**

10) UNFINISHED BUSINESS:

a) FY 2020 State Aid Report: **Completed and distributed to Board members**

- b) 2021 annual report/community impact statement: **Tabled to February**
- c) 2022 wage scale ("Attachment A")

**MOTION by COOK to approve 2022 proposed employee wage scale and employee handbook "Attachment A"**

**SECOND by MORAN**

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

- d) 2022 budget: **Discussion**

**MOTION by MORAN to approve 2022 budget**

**SECOND by COOK**

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

11) BoC LIAISON COMMUNICATION: **Sweet report: compliments to library board; hired additional Kaliseum manager; board changes at DPW**

12) ITEMS FOR FUTURE AGENDA:

- a) Millage language proposals and consultant
- b) 2021 annual report
- c) Schedule strategic planning retreat
- d) Financial training (Board treasurer's assistant)
- e) Policy 4.3.2 update

13) PUBLIC COMMENT: **NONE**

14) Next meeting scheduled for: **22 February 2022 at 10:00am**

15) ADJOURNMENT: **Lucyk at 12:47pm**

Respectfully Submitted,

John Roberts

Recording Secretary