

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

**REGULAR MEETING DRAFT MINUTES | 28 FEBRUARY 2023 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 (absent)

Commissioner liaison: J. Sweet

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, WESLEY absent)

4. Approval of minutes:

MOTION by LUCYK to approve minutes of 24 January 2023 as presented

SECOND by COOK

MOTION CARRIED (all ayes, WESLEY absent)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

We are working from reports which John can self-generate with the BS &A accounting software.

The Library total fund balance as of January 31st was \$1,032,201.64, about \$12,929 less than at the close of 2022.

Total BANK balance was somewhat higher than the fund balance, at \$1,045,590.97, which means we must have around \$13,500 in liabilities yet to be discharged. We've now spent down the cash balance in our Huntington National Bank 271 account, and have gone into the red by \$1575. We can always transfer back some funds from Michigan CLASS. We will eventually get a large influx into the 271 account when our annual deferred taxes are credited to us.

No penal fines were credited to us in the Standard Budget Report in January, despite the fact that \$4,642 was reported by the County Treasurer. We did get credited with \$538 interest in 271, thanks to having moved \$100,000 from a low interest CD over into the Michigan CLASS 271 account. All in all, we earned \$2,154.57 in interest just in the month of January. (We should consider moving some of our "pooled checking" money from 472 at Huntington over to Michigan CLASS. We only need about \$20,000 there to cover our 2023 budget, and we have \$63,000. We could be earning another \$150 a month by moving that extra \$40,000.

Turning to the Revenues and Expenditures worksheets, there is very little going on in our 471 and 472 accounts. Through the end of January, we have taken in about \$9,300 and spent about \$25,100 in the 271.

Steps are continuing to facilitate communication about the financials, and we have established shared files on Google Drive so that both John and I can access and modify these.

MOTION by COOK to direct the county treasurer, at her earliest convenience, to transfer \$43,000 from Huntington Bank 472-790-001.000 Cash Pooled into Michigan CLASS New Construction 472 (472-790-003.500)

SECOND by LUCYK

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

MOTION by LUCYK to accept treasurer's report as presented

SECOND by COOK

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

MOTION by COOK to approve expenditures for February 2023 in the amount of \$13,330.42 as presented

SECOND by MORAN

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

- 7. Director's report:** Placed on file; Trustees and director express appreciation for \$50,000 donation
- 8. Friends of the Library report:** Total assets \$16,298.13; new library savings \$157,205.86; upcoming events include trivia nights and a spring art auction
- 9. DDA Director report:** Summer events—fine art show and TC Dance Project in July at Railroad Square
- 10. Millage working group:** Proposed ballot language and education campaign discussed; to be reviewed in March
- 11. Fundraising working group:** HKM report submitted; community enhancement grant discussed

MOTION by COOK to approve HKM Consulting Agreement at rate of \$150 per hour, commencing 1 January 2023

SECOND by LUCYK

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

12. Unfinished business:

- a. Security cameras:** Roberts to submit grant for funding to 4Front Credit Union
- b. Library master plan:** Nearly complete, will submit to board in March

13. New Business:

- a. None**

14. Commissioner liaison report: No report

15. Items for future agenda:

- a. Millage working group**

- b. Security cameras
- c. Master plan

16. Public comment: None

Next meeting scheduled for: 28 March 2023 at 10:00am

17. Adjournment: 10:57am

**Respectfully Submitted,
Debra Payne
Recording Secretary**