

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

**REGULAR MEETING DRAFT MINUTES | 28 March 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

Commissioner liaison: J. Sweet

Friends' liaison: M.R. Gillooly [arrived 10:02am]

Staff: J. Roberts, D. Payne

Public: None

3. Approval of agenda:

MOTION by WESLEY to approve agenda as presented

SECOND by MORAN

MOTION CARRIED (5 – 0 motion carried)

4. Approval of minutes:

MOTION by COOK to approve minutes of 28 February 2023 as presented

SECOND by LUCYK

MOTION CARRIED (5 – 0 motion carried)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

As of February 28, Total Fund Balance of our three funds was \$1,011,565.60, which is in reasonable agreement with our Total BANK Balance of \$1,027,108.08. Bank Balance is about \$18,500 less than at the close of January. As expected, the balance at Huntington National has continued to decline, and now stands at -\$22,209.

Reported penal fines for February were \$3622, bringing YTD to \$8,264, and again, they were not reported in the SBR. We earned about \$2,153 interest in February, bringing YTD to \$4,308.

Nothing much happened in our 471 and 472 Accounts last month, a few pennies. In 271, revenues were about \$11,491 and expenditures \$32,629, which more or less confirms the decline in total fund balance. If we add in the penal fines we know were just not entered in the SBR, the red ink \$11,667 reduces to just \$3,400, which would still be the largest deficit in revenues. The periodical and E-collection deficits are just due to them being front-loaded with most purchases in a lump early in the year. A major item under-spent is the TADL contract, which I expected to be paid by March, but has not been. That \$17,000 will lower the apparent surplus in expenditures.

We plan to listen in on a Zoom meeting tomorrow at the County Treasurer's office, concerning funds safety in light of recent bank failures.

MOTION by WESLEY to accept treasurer's report as presented

SECOND by LUCYK

MOTION CARRIED by roll call (5 – 0 motion carried)

MOTION by MORAN to approve expenditures for March 2023 in the amount of \$28,433.93 as presented

SECOND by COOK

MOTION CARRIED by roll call (5 – 0 motion carried)

7. **Director's report:** Placed on file; Needham announcement that Kiwanis Club of Kalkaska designates library director and staff 2023 Hometown Heroes
8. **Friends of the Library report:** Fine arts silent auction scheduled for end of May; donations welcome
9. **DDA Director report:** DDA is partnering with Great Lakes Energy and Truststream for broadband infrastructure, \$25 million grant
10. **Millage working group:** Ballot and resolution language tabled for discussion in April
11. **Fundraising working group:** c2ae contract for construction documents presented for review
12. **Unfinished business:**
 - a. **Security cameras:** In process

b. Library master plan: First draft submitted to trustees for review

13. New Business:

a. None

14. Commissioner liaison report: Log Lake manager interview; master plan meeting scheduled for April 19th; leasing sheriff's department vehicles; Kaliseum "white box" plan in process; supervisor position under consideration

15. Items for future agenda:

- a. Security cameras
- b. Master plan
- c. Asset disposal for garage sale (used computers)
- d. Millage, ballot language and resolution

16. Public comment: None

Next meeting scheduled for: 25 April 2023 at 10:00am

17. Adjournment: 11:08am

**Respectfully Submitted,
Debra Payne
Recording Secretary**