

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

**REGULAR MEETING DRAFT MINUTES | 25 April 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 [absent]

Friends' liaison: M.R. Gillooly

Staff: J. Roberts, D. Payne

Public: J. Cannon, G. Gentelia, C. Bissonette, L. Radtke, L. Clark

3. Approval of agenda:

MOTION by MORAN to approve agenda as presented

SECOND by WESLEY

MOTION CARRIED (5 – 0 motion carried)

4. Approval of minutes:

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

SECOND by LUCYK

MOTION CARRIED (5 – 0 motion carried)

5. Public comment:

- a. Kiwanis Hometown Heroes presentation, awarded to the Kalkaska County Library staff

6. Treasurer's report / approval of expenditures:

As of 3/31, the Library Total Bank Balance was \$1,070,274.39, about \$40,000 more than at the end of February. This is largely due to a \$50,000 donation from a local supporter. Our Total Fund Balance was \$1,010,725, which is low in comparison. We are pretty confident of the bank balances shown in on-line sources for 4Front, MSUFCU and Michigan CLASS, but not so of the HNB cash pooled numbers and the Fund Balances

reported on the Standard Budget Report sheets, all of which are subject to timing errors and accounting calculations.

For instance, we know that our March penal fines of \$3353 bring us to YTD of \$11,617, but the SBR still shows \$0. We know also that we have earned \$6,788.14 interest so far this year in our 4Front, MSU and CLASS accounts, but the SBR only shows a total of \$3,064.78 The negative \$17,500 in penal fines should really be only negative \$5,883 if they had entered the known amount.

School Program Reimbursements look to be ahead of our purchases, but obviously is due to timing of bookkeeping entries.

We have spent ahead on several items like Office Supplies, Periodicals, E-Collection and Technology but are within budget; ones to watch though are State Unemployment tax, and Retirement which are not controllable by us, and Utilities (Gas) and B/G Maintenance, which may be somewhat more controllable.

MOTION by LUCYK to accept treasurer's report as presented

SECOND by COOK

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

MOTION by MORAN to approve expenditures for April 2023 in the amount of \$15,011.27 as presented

SECOND by WESLEY

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

7. Director's report: Placed on file

8. Friends of the Library report: Placed on file

9. DDA Director report: No report

10. Millage working group:

a. Discussion: resolution language

11. Unfinished business:

a. Security cameras: Seeking grant funding, in process

- b. **Library master plan:** Strategic plan elements in process

12. New Business:

- a. Asset disposal, Friends' garage sale

MOTION by COOK to transfer the library's decommissioned computers and related hardwares to the Friends of the Library for sale at a library fundraising event

SECOND by LUCYK

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

- b. Branch library contracts: Under review
- c. Standard donor receipt form: Under review

13. Commissioner liaison report: No report

14. Fundraising working group:

- a. Review, c2ae construction documents: Remote discussion with D. Jensen

15. Items for future agenda:

- a. Millage resolution language
- b. Security cameras
- c. Master plan
- d. Branch library contracts
- e. Standard donor receipt form

16. Public comment: None

Next meeting scheduled for: 23 May 2023 at 10:00am

17. Adjournment: 11:15am

**Respectfully Submitted,
Debra Payne
Recording Secretary**