

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

**REGULAR MEETING DRAFT MINUTES | 24 October 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

Staff: J. Roberts, D. Payne

Public: None

3. Approval of agenda:

MOTION by WESLEY to approve agenda as presented

SECOND by COOK

MOTION CARRIED (all ayes)

4. Approval of minutes:

MOTION by COOK to approve minutes of 26 September 2023 as presented

SECOND by WESLEY

MOTION CARRIED (all ayes)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

Total Fund Balance from the Standard Budget Report reached \$1,201,858.48 at the end of September. This is in reasonable agreement with the Total Bank balance, \$1,219,769.78, obtained from the on-line sources of our investments. Fund balance declined by \$17,911.30 from the previous month. The balance at Huntington National 471 account has dipped to minus \$4,189, but the other balances there are over \$80,000, so we probably don't need to take action.

The library earned \$3,875.90 interest in the month of September, bringing year-to-date interest earnings to \$26,017.94. Our holdings in Michigan CLASS accounted for most of that, at \$3,542.72 for the month.

Penal Fines revenues took an unexpected leap for the month of September, coming in at \$13,306.50. We have no way to explain why there was this huge change. YTD penal fines are now at \$59,189.05, just less than \$11,000 short of our annual budgeted amount.

Revenues are well ahead of target YTD. (>\$40,000). Expenditures are in control, except for the unusual: Tax Tribunal Refund of \$26.02, not expected or budgeted for! Will this trivial amount require a budget amendment? We have not yet transferred non-tax penal fines amount from 271 to 472, which would be like making a \$59,000 “expenditure,” against a current surplus of just \$52,063. We’ll wait until year end to see where that ends up.

MOTION by WESLEY to accept treasurer’s report as presented

SECOND by LUCYK

MOTION CARRIED by roll call (5/0)

MOTION by MORAN to approve expenditures for October 2023 in the amount of \$7,287.04 as presented

SECOND by COOK

MOTION CARRIED by roll call (5/0)

a. 2024 budget / employee wage scale:

MOTION by COOK to approve the 2024 budget and employee wage scale to be presented for approval at the county commissioners’ meeting, 1 November 2023

SECOND by MORAN

MOTION CARRIED by roll call (5/0)

7. Director’s report: Placed on file

MOTION by LUCYK to close the library Saturday, December 23rd, and Saturday, December 30th, for the Christmas and New Year’s holidays

SECOND by MORAN

MOTION CARRIED (all ayes)

MOTION by LUCYK to recommend Trustee Rebecca Wesley to the county commissioners for a full term, to commence 1 January 2024

SECOND by COOK

MOTION CARRIED (all ayes)

MOTION by COOK to approve voucher presented by Director Roberts for conference expenses totaling \$895.04

SECOND by MORAN

MOTION CARRIED by roll call (5/0)

8. **Friends of the Library report:** Placed on file; cookie sale December 7th and 8th, basket auction November 27th to December 8th; new library savings account \$173,807.32
9. **DDA Director report:** Successful presentation at Michigan Library Conference in Kalamazoo—using collaboration to overcome funding challenges (panelists included the DDA, c2ae, KPS, and KCL
10. **Fundraising working group:** Roberts to draft op/ed for print and digital distribution on current state of new library project
11. **Millage working group:** No action

12. Unfinished business:

- a. **Library master plan:** Expected final draft in late October

13. New Business:

- a. **Danbrook Adams Raymond PLC**

**MOTION by COOK to engage Danbrook Adams Raymond PLC as presented
SECOND by LUCYK
MOTION CARRIED by roll call (5/0)**

14. **Commissioner liaison report:** Subjects included lodging and food reimbursement, eighteen candidates have applied for county finance officer position

15. Items for future agenda:

- a. Director annual review
- b. “Omnibus” budget amendment

16. Public comment: None

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

17. Adjournment: 11:06am

**Respectfully Submitted,
Debra Payne
Recording Secretary**