

KALKASKA COUNTY LIBRARY | 247 S. CEDAR STREET, KALKASKA, MI 49646
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ANNUAL MEETING APPROVED MINUTES | 23 January 2024 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 amended [Note that January is the annual meeting; note that library financial accounts require alternate signature capability]

SECOND by COOK

MOTION CARRIED (all ayes)

4. Approval of minutes:

MOTION by LUCYK to approve minutes of 14 December 2024 as amended [Next meeting scheduled for 23 January 2024]

SECOND by MORAN

MOTION CARRIED (all ayes)

5. Public comment: None

6. Election of officers:

MOTION by MORAN to approve the slate of 2024 officers as presented: Needham as chair, Lucyk as vice-chair, Moran as treasurer, and Cook as secretary

SECOND by COOK

MOTION CARRIED by roll call (5 - 0)

7. Treasurer's report / approval of expenditures:

As of the end of December, 2023, The Total Library Bank Balance was \$1,323,523.02. The Total FUND balance as was reported on the Standard Budget Report sheets was some \$27,000 less, at \$1,296,229.66. As we are aware that often entries are not up to date when that report is run, we tend to believe the Bank Balance number, because we know that is the value as of the actual ending date for the month. The December Bank balance was \$119,195.68 higher than at the end of November, thanks to yet another \$100,000 gift from the Kellogg Foundation. The amount being held in escrow prior to the finalizing of the promised \$2,000,000 gift (Michigan CLASS Pre-Grant Donations) is now \$412,162.03. We still owe \$4,190 to Huntington 471 account, but our total balance at HNB is \$76,598, so doing OK there.

We earned \$4,241.92 interest during December, for a YTD total of \$38,229.45.

Penal fines for the month of December were \$5,379, which brings total YTD to \$91,133.05, \$21,000 more than we budgeted. We should be pressing to make our transfer of non-tax penal fines balance from 271 to 472 whenever Corinna can make it happen.

Revenues apparently exceeded Expenditures YTD by \$68,000, but that is just until we do our Transfer. At that point, it will look like we will have to draw \$23,000 out of fund balance to cover it, but we know this is just transferring money from one pocket to another. Recognize also that the county is notoriously slow to finalize the closing of the books, so these numbers are subject to revision.

MOTION by MORAN to close 4Front CU CD #609 (472-790-003.353), understanding that a penalty will incur, and transfer those funds to MI CLASS New Construction 472 (472-790-003.500)

SECOND by LUCYK

MOTION CARRIED by roll call (5/0)

MOTION by WESLEY to accept treasurer's report as presented

SECOND by COOK

MOTION CARRIED by roll call (5/0)

MOTION by MORAN to approve expenditures for December 2023 and for January 2024 in the amount of \$12,888.54 as presented

SECOND by COOK

MOTION CARRIED by roll call (5/0)

8. Director's report: Placed on file

9. Friends of the Library report: 2024 budget and fundraising ideas under discussion

10. DDA Director report: Grant applications in process; Trailhead bids to be opened January 23rd; February 15th, DDA TIFF Plan hearing at the Commission on Aging, 5:00pm

11. Fundraising working group: General discussion, scope of project and continued possibility of legislative funding

12. Millage working group: Discussion

MOTION by LUCYK to approve Troy Stobert as millage campaign committee chairperson, with authority to select committee members

SECOND by COOK

MOTION CARRIED by roll call (5/0)

13. Unfinished business:

a. None

14. New Business:

a. Bylaws review: Discussion

MOTION by MORAN to approve bylaws with no revisions

SECOND by COOK

MOTION CARRIED by roll call (5/0)

b. General counsel – Jeff Jocks

MOTION by WESLEY to approve Jeff Jocks of Sondee Racine & Doren as general counsel

SECOND by MORAN

MOTION CARRIED by roll call (5/0)

c. Tuition reimbursement – J. Velez

MOTION by WESLEY to approve masters degree in library science tuition reimbursement for Jacqueline Velez in the amount of \$2,000

SECOND by MORAN

MOTION CARRIED by roll call (5/0)

d. Budget amendment: Tabled to February meeting

15. Commissioner liaison report: S. Matley to replace outgoing C. Crambell; financial administrator to be hired; J. Sweet to continue as library liaison in 2024

16. Items for future agenda:

a. Financial accounts, 2nd signature

- b. 2024 budget approval**
- 17. Public comment: None

Next meeting scheduled for: 27 February 2024 at 10:00am

- 18. Adjournment: 11:17am

Respectfully Submitted,
Debra Payne
Recording Secretary