Kalkaska County Library | 247 S. Cedar Street, Kalkaska, MI 49646
(231) 258-9411 | info@kalkaskalibrary.org

Regular Meeting Draft Minutes | 28 April 2026
Held at the Kalkaska Public Schools' Administration Building

1. Call to order: Needham at 10:01 a.m.

2. Attendance:

   Trustees: D. Needham, R. Lucyk - absent, C. Cook, R. Wesley, R. Heitmeyer
   Commissioner liaison: J. Sieting – absent
   Friends' Liaison: M.R. Gillooly – absent
   Staff: J. Roberts, J. Velez
   Public: None

3. Approval of agenda:

   MOTION by WESLEY to approve the agenda as presented
   SECOND by COOK
   MOTION CARRIED - all ayes (4 / 0)

4. Approval of minutes:

   MOTION by HEITMEYER to approve the minutes of the 24 March 2026 regular meeting as presented
   SECOND by COOK
   MOTION CARRIED - all ayes (4 / 0)

5. Public comment:

6. Treasurer's report / approval of expenditures:
   Penal fines through March total $11,863, or $3,954 per month. To reach our budget estimate we need to be averaging $5,583 per month. We should be spending no more than $43,075 per month to stay within budget – a rough estimate at the moment is that we're averaging $42,887 per month.

MOTION by WESLEY to approve the treasurer's report as presented
SECOND by COOK
MOTION CARRIED by roll call — all ayes (4 / 0)

MOTION by WESLEY to approve expenditures for April 2026 in the amount of $14,591.76 as presented
SECOND by HEITMEYER
MOTION CARRIED by roll call — all ayes (4 / 0)

MOTION by WESLEY to approve Forest Area Federal Credit Union's resolution to authorize or change persons authorized to act for corporation or voluntary association on a share / share draft account as presented, and to add Diana L. Needham and Richard Heitmeyer as authorized users
SECOND by COOK
MOTION CARRIED by roll call — all ayes (4 / 0)

7. Director's report: Placed on file; patron incident report submitted

   MOTION by COOK to have the director contract with Cedar Creek Storage, select the appropriate storage buildings, and have them set up to be used as temporary library collections storage.
   SECOND by HEITMEYER
   MOTION CARRIED by roll call — all ayes (4 / 0)

8. Friends of the Library report: Friends will meet today, 4/28, at Trout Town; future meetings are likely to be held at Kalkaska Commission on Aging; Friends plan to update bylaws; upcoming art auction, donations due May 6—auction will take place May 11-22, ending at 3:00 p.m., bids will be in-person only this year

9. DDA report:
   DDA is currently working on several grants related to traffic calming, etc.; strategic planning in process, including public input

10. New building committee: $1,000,000 earmark submitted to Senator Peters' office; site visit from Rep. Coffia – formal request submitted to the entertainer Dolly Parton; earmark request to Rep. Roth's office in process; site visit request

made to Sen. Damoose; committee activity in May includes RFP process and initial stakeholder interviews

MOTION by HEITMEYER to approve new building consultant proposals from Blue | Orange, Wind Ridge Consulting, and River Birch Consulting, as presented, to be reviewed in January 2027
SECOND by COOK
MOTION CARRIED by roll call — all ayes (4 / 0)

11. Commissioner liaison report: No report

12. Unfinished business:
    a. None

13. New business:
    a. Basement flooding remediation:
        i. Waterproofing: Foundation Systems (Groundworks) walkthrough planned for April 29th, 1:00 p.m.; elevator shaft continues to flood; several patrons have experienced allergic-reaction-type responses
        ii. Flooring: Clean Steam Floor Care quote, ~ $13,000
        iii. Shelving: Mobile shelving ~ $4,200 per unit

14. Items for future agenda:
    a. Upcoming Board Retreat at KPS Admin building on May 6, 2026, 11 a.m., intended to discuss the current county environment and strategic goals

15. Public comment: None

Next meeting scheduled for: Board retreat, May 6th, 2026, at 11:00 a.m.

16. Adjournment: 10:44 a.m.

Respectfully Submitted,
Jackie Velez, Recording Secretary