

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
July 26, 2016

1. Call to order: Meeting called to order by President Lynnette Cervone at 10:00am

2. Attendance/Introductions
BOT present: L. Cervone, M. Moran, L. Wolcott, R. Lucyk, C. Cook
BOC present: A. Hart
Friends of the Library Representative: M.R. Gillooley
Others present: Anne Seuryneck
Staff present: Bradley Chaplin, Deb Bull

3. Adoption of Agenda
MOTION: by Moran to approve agenda as amended
Second by Cook
Motion approved

4. Acceptance and Approval of previous Minutes
MOTION: by Moran to approve June 21st regular meeting Minutes
Second by

Motion approved
Acceptance and Approval of previous Minutes
MOTION: by Cook to approve June 29th Special Meeting Minutes
Second by Moran
Motion approve

5. Call for Public comment: none

6. Reports
6a. Financial Report/Approval of Bills
The reports from county are a bit of a mess again. Reinvested Interest on the CD's is not current. Penal Fines seem to have been missed for the month. There were large swings in Cash Accounts, as deferred tax revenue, prepaid expense and taxes receivable were all adjusted in bookkeeping activities.
Our bank balance is totaling \$930,405. Our Fund Balance: \$937,239. Fund Balance 271 increased by \$75,500 since last month, and Bank Balance increased by \$145,200.
Amended budget for 864 Professional Services, to cover the shortfall by shifting budget from line 962 Miscellaneous. There is a mystery about the \$10,666 now appearing in the Contractual Services line. It may have something to do with correcting the error in Prepaid Expense in the 471 account. *Discussion: Chaplin explained that he believes it is due to the TADL contract, which does not follow the calendar year and is being addressed.*
We are still spending more for Fringe benefits than we expected. We've spent \$24,000 of a \$27,000 budget (lines 719.600 thru .900) and likely will go over next month. *Discussion: It was suggested that when the 2017 budget is developed that the library will address the Fringe Benefit deficiency and ensure that the amount for that line item is retained during the budget approval process at the County level.*

Revenues: We have received our \$184,832 current tax revenue, but it looks like we are \$6,300 behind the budgeted pace for the year. If the reported penal fine amounts of \$13,930 and the once a year adjustment of \$7,280 were added to our revenues, we would be solidly in positive territory.

MOTION: by Wolcott to pay bills

Second by Cook

Motion approved by Cook, Moran, Wolcott, Cervone (Lucyk absent for vote)

6b. Director's Report (Anne Seuryneck): Discussion relating to auditor report;

6c. Friends of the Library Report: see attached.

6d. Board of Commissioners Liaison Communication: COA is interviewing for a new director; Audit is over and findings are in.

6e. DDA Liaison Communication: none

6f. Committee reports

I.) Strategic Planning: committee updates; progress report.

7. Unfinished Business: none

7a.

7b.

8. New Business

8a. Discussion of Tax Tribunal meeting for North Property: Board of Review item.

Bradley and Cook will talk with assessor regarding property taxes on North Property

8b. Carpeting/Storage Bids – 2017 project.

8c. Discussion of hiring Farrier Surveying to get accurate property size. Cost estimate provided by Farrier is \$1,750.

MOTION: by Lucyk to approve hiring Farrier Surveying to survey property.

Second by Moran

Motion approved Lucyk, Moran Wolcott, Cervone (Cook absent)

8d. Library Master 5 Year Plan – Networks Northwest

Resolution: Be it resolved to authorize to spend up to \$2,000 towards the collaborative grant application to request of Networks Northwest a Library 5 Year Strategic Plan.

MOTION: by Lucyk to adopt said resolution (above).

Second by Moran

Motion approved: Lucyk, Moran, Wolcott, Cervone, (Cook absent)

8e. Hiring of Legal Counsel for investigating County Library Policies: Foster Swift

8f. Approval to move 2015-2016 "settlement" Penal Fines into 472 Account: tabled indefinitely.

9. Other Business: Kalkaska Business Connection: Board and Director to start attending these gatherings

10. Items for future agenda

10a. Demolition of North Property

10b.

11. Call for Public Comment: none

12. Adjournment

MOTION: by Wolcott to adjourn at 12:54.

Motion approved

Respectfully submitted,

Deb Bull

Recording Secretary