

**Kalkaska County Library Board of Trustees Regular Meeting Minutes
July 28, 2015**

1. Call to Order at 10:02 by L. Cervone
2. Attendance/Introductions: L. Cervone, S. Burns, M. Moran, L. Wolcott; A. Hart (BOC); C. Cook (DDA); Bradley Chaplin, Deb Bull (Staff);
3. Adoption of Agenda
MOTION: by Cervone to approve agenda as amended
Second by Judge
Motion approved unanimously
4. Acceptance and Approval of previous Minutes
MOTION: by Judge to approve June 16 Regular Meeting Minutes as amended
Second by Moran
Motion approved unanimously

MOTION: by Moran to Approve June 16 Closed Session Minutes as amended
Second by Burns
Motion approved unanimously

MOTION: by Judge to approve June 24 Special Meeting Minutes as amended
Second by Cervone
Motion approved unanimously

MOTION: by Judge to approve June 24 Closed Session Minutes as amended
Second by Cervone
Motion approved unanimously

MOTION: by Moran to approve July 3 Special Meeting Minutes as amended
Second by Wolcott
Motion approved unanimously

MOTION: by Judge to approve July 8 Special Meeting Minutes as amended
Second by Moran
Motion approved unanimously

MOTION: by Burns to approve July 13 Special Meeting Minutes as amended
Second by Judge
Motion approved unanimously
5. Call for Public Comment: none
6. Reports:
 - a. Financial Report/Approval of Bills
Total funds are at \$1,177,627.94, with Library Fund at \$505,272.46; Building Fund at \$133,590.01, and New Construction Fund at \$538,765.47. Expenditures from the Library Fund are \$165,335 YTD, against a target of \$183,303, so our spending is under control thus far. Revenues are significantly behind projection: (Please note that I discovered a mis-calculation in my spreadsheet, and it should show that we are \$48,500 short of revenue and not just the \$24,000 or so that I stated.) We do not know why the county does not show that we have that offsetting \$23,500 transfer in from fund balance--- the BCB representative's explanation was not clear to us. But in addition, we are still short some \$20,000 in Tax revenues, and penal fines are running almost \$5,000 behind target so far in the year. We are going to seek explanations from equalization department and Court Administrator to see if there are pending revenues that we can count on. We can now consider the "cash pooled" in our 271 and 471 balance sheets to represent the value of the asset we now have at Chemical Bank.

Presentation of Bills

MOTION: by Moran to approve bills

Second by Wolcott

Motion approved: Moran, Burns, Judge, Cervone, Wolcott

- b. Directors Report: Circulation and new patron stats are substantially greater than previous years; New public computer rules will take effect September 1st; overall copier expenditures are significantly down, revenue significantly up; Director is considering a possible expansion of Library hours (opening at 8a.m. instead of 9a.m. Mon-Friday); Roger Mendel stopped in last week to say hello; Chaplin & Bull are researching Library Districting possibilities; FTCH preliminary report on the North Property: new Phase 1 is recommended, potentially near first of August; the Annual Friends of the Library Picnic will be at 5:30 today, at Sand Park.
 - c. Friends Report: none
 - d. BOC Liaison Communication: County finances have stabilized; Kaskaska will be getting a new newspaper "Kaskaska View"; new COA Director has not been hired;
 - e. DDA Liaison Communication: Conditional approvals have been given to Walmart; upcoming Street Festival (August 15) details shared, Friends of the Library may participate in a book sale during Festival.
 - f. Committee Reports
 1. Strategic Planning: Phase 2 is completed. Discussion held. Next meeting will be held at 8:30a.m. on Thursday, August 6th
7. Unfinished Business
8. New Business
- a. Phase I inspections of the North Property
Discussion.
MOTION: by Judge to hire FTCH to start a Phase I inspection at a cost of no more than \$2500, and to obtain the funds by cashing in two 472 CD's, and to use the remainder of the 472 funds to establish a new building "Project Fund".
Second by Cervone
Motion approved: Burns, Moran, Judge, Wolcott, Cervone
- MOTION:** by Moran to have Chaplin ask Farrier Surveying to confirm right-of-ways, setbacks, ownership, etc., of the North Property.
Second by Cervone
Motion approved: Moran, Burns, Wolcott, Judge, Cervone
9. Other Business
10. Items for Future Agenda/Discussion
- a. Invite Mark Holston (Juvenile Court officer/Magistrate) as guest to explain Penal Fine disbursements and disbursement irregularities/variations
 - b. Moran, Cervone and Chaplin will be meeting with C. Hervey to establish the "Project Fund"
11. Call for Public Comment: none
12. Adjournment
MOTION: by Judge to adjourn at 12:28
Second by Moran
Motion approved unanimously

Respectfully submitted,
Deb Bull

*The next regular meeting of the Kaskaska County Library Board of Trustees will be held on Tuesday August 18th at 10:00a.m.