

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
December 19<sup>th</sup>, 2016 @ 3:00p.m.

1. Call to order: Meeting called to order by President Lynnette Cervone at 3:03 pm
2. Attendance/Introductions  
BOT present: L. Cervone, M. Moran, R. Lucyk, L. Wolcott, C. Cook  
BOC present: none  
Friends of the Library Representative: Diana Needham  
Others present: Lisa Delaney, Diana Needham, Peggy Nichols  
Staff present: D. Bull, J. Velez
3. Adoption of Agenda  
**MOTION:** by **R. Lucyk** to approve agenda as amended  
**Second:** by **L. Wolcott**  
**Motion approved:** Yes
4. Acceptance and Approval of previous Minutes  
**MOTION:** by **L. Wolcott** to approve November 22<sup>nd</sup> Minutes  
**Second** by **M. Moran**  
**Motion approved:** Yes  
  
**MOTION:** by **R. Lucyk** to approve December 2<sup>nd</sup> Minutes  
**Second** by **L. Wolcott**  
**Motion approved:** Yes  
  
**MOTION:** by **L. Wolcott** to approve December 12<sup>th</sup> Minutes as amended.
  - Meeting which previously stated on the 21<sup>st</sup> will now be on the 22<sup>nd</sup>.**Second** by **M. Moran**  
**Motion approved:** Yes
5. Call for Public comment: none.
6. Reports
  - 6a. Financial Report/Approval of Bills  
The Library bank balances now total \$856,274.63, down \$22,006.81 from last month. Our Fund balance at end of November is \$856,525.84, down \$11583.97 from last month. The three funds making up the total, are 271: \$406,753.96, 471: \$105,460.56 and 472: \$366,066.92.  
Expense/Revenues reports: We think there have been 10 budget amendments put through that still do not appear in the County SBR. Expenditures are less than YTD targets by about \$35,800, but we know there is a large check for the flooring project that has not cleared yet. Sadly, we are saving large amounts of Salary/Wage and benefits due to the recent loss of both of our salaried employees.  
Revenues through November are sound, and are higher than targeted by about \$10,600.  
Our investments in various CD's are earning us about \$750 per month.

In the future, we will be cross-checking “Bills” list with “Invoices” list to make sure they agree each month, then reconciling that number with the amounts being posted back to us in the Standard Budget Reports.

There has been no spending activity in 471, and 472 has had new spending last month of \$207.00.

**MOTION: by C. Cook to accept Treasurer’s Report**

**Second by L. Wolcott**

**Motion approved [ Y ]**

**C.Cook Y L.Wolcott Y R.Lucyk Y M.Moran Y L.Cervone Y**

MOTION: by M. Moran to pay outstanding bills

Second by C. Cook

**Motion approved by [ Y ]**

**M.Moran Y C.Cook Y R.Lucyk Y L.Wolcott Y L.Cervone Y**

6b. Director’s report: Staff safety training will be held in early, January BOT encouraged to attend; Joel is working on a Dungeons & Dragons teen program; Marta is doing well with MeL training and will be sent to Lansing for an in-depth class soon and is working on children’s programming, also, ie: Lego event, story-times; Dawn is doing well with material processing training and will be sent to TADL soon for in-depth processing training. Both Dawn and Marta will be going to the Beginner’s workshop for certification (held in May). Corrigan called about the invoice: according to Dawn Balhorn it was mailed December 16<sup>th</sup>. Gay and Sheryl are both attending to elderly-parent crisis management and everyone is doing their best to accommodate them during this very challenging time.

6c. Friends of the Library report – none (Friends do not have a December meeting).

6d. Board of Commissioners Liaison communication: none

6e. DDA report: There is a Joint Public Input event tentatively scheduled for February 1<sup>st</sup> for the 5 Year Master Plan for the 5 participating organizations. These will be followed by individual focus groups in early-mid 2017. Cervone is a participant and will help with verbiage for the questions for the Library portion of the focus group.

6f. Committee reports

I.) Strategic Planning

II.) New Director Search Committee

**Motion by C. Cook to approve director’s salary range and benefits offering in the job postings: “\$50,000.00 - 56,000.00 with benefits”**

**Support L. Wolcott**

**Passed**

**C.Cook Y L.Wolcott Y R.Lucyk Y M.Moran Y L.Cervone Y**

**Motion by M. Moran to approve Director job posting verbiage.**

**Support L. Wolcott**

**Passed**

C.Cook Y R.Lucyk Y M.Moran Y L.Wolcott Y L.Cervone Y

**Motion by C. Cook to approve Director job description.**

**Support R. Lucyk**

**Passed**

C.Cook Y R.Lucyk Y M.Moran Y L.Wolcott Y L.Cervone Y

III.) Master Plan (see DDA report above)

IV.) Demolition

**Motion by C.Cook to meet with Otwell Mawby at the Village offices to address North Property Demolition RFP.**

**Support R.Lucyk**

**Passed**

C.Cook Y R.Lucyk Y M.Moran Y L.Wolcott Y L.Cervone Y

7. Unfinished Business

7a. LSTA Certification statement

**Motion by C. Cook to sign and submit Federal CIPA certification form with LSTA grant application.**

**Support L. Wolcott**

**Passed**

C.Cook Y R.Lucyk Y M.Moran Y L.Wolcott Y L.Cervone Y

7b. New Board Member Search report: Cervone delivered two applications to the County Clerk

7c. Conceptual Drawing contract

**Motion by C. Cook to have L. Cervone contact c2ae and request that specific verbiage be included and unrelated language be removed.**

**Support R. Lucyk**

**Passed**

C.Cook Y R.Lucyk Y M.Moran Y L.Wolcott Y L.Cervone Y

7d. 2017 BOT meeting Schedule, inc. Strategic Planning Committee mtgs.

**Motion by R. Lucyk to adopt BOT calendar schedule of meetings.**

**Support M. Moran**

**Passed**

C.Cook Y R.Lucyk Y M.Moran Y L.Wolcott Y L.Cervone Y

7e. Parallel solutions / Megan Olds

**Motion by C. Cook to contract for services with Parallel Solutions to develop preliminary Case for Support document, not to exceed \$1250.**

**Support M. Moran**

**Passed**

C.Cook Y M.Moran Y R.Lucyk Y L.Wolcott Y L.Cervone Y

8. New Business

8a. County / KCL contract (per Otsego contract developed by A. Seuryneck)

Discussion: BOT to review draft document

8b. Attorney/Legal Services: Dick Butler v Anne Seuryneck v John MacNeil  
**Motion by M. Moran to have Bull fill out documents directing Bloom, Sluggett and Morgan to send KCL legal files to John MacNeal at Sondee Racine & Doren, PLC., and inform J. MacNeal of the BOT decision.**

**Support C. Cook**

**Passed**

**C.Cook Y R.Lucyk Y M.Moran Y L.Wolcott Y L.Cervone Y**

9. Other Business: The library has an icicle problem! Discussion on how best to counteract this. For the time being staff will observe and attend to daily. Problem to be addressed by professionals in the Spring.

10. Items for future agenda: none

11. Call for Public Comment: none

12. Adjournment at 4:49 pm.

**MOTION:** by **L. Cervone** to adjourn

Respectfully submitted,

Deb Bull

Recording Secretary