

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES

REGULAR MEETING MINUTES

26 MAY 2020, 10:00AM

DRAFT MINUTES

- 1) CALL TO ORDER: **D. Needham at 10:04am**

- 2) ATTENDANCE/INTRODUCTIONS:
 - a) BoT present: **D. Needham, R. Lucyk, M. Moran, C. Cook, K. Peress**
 - b) BoC present: **J. Sweet**
 - c) Friends of the Library liaison: **M.R. Gillooly**
 - d) Staff present: **J. Roberts**
 - e) Public present: **None**

- 3) APPROVAL OF AGENDA:

MOTION by PERESS that the agenda be approved as presented

SECOND by MORAN

MOTION CARRIED (ALL AYES)

- 4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

MOTION by LUCYK to approve minutes of 24 March 2020 as presented

SECOND by PERESS

MOTION CARRIED (ALL AYES)

- 5) PUBLIC COMMENT ON AGENDA ITEMS: **NONE**

6) REPORTS:

a) Financial report/Approval of bills:

Total library fund balance is \$733,615 as of April 30. This is about \$15,125 less than previous month. These figures are taken from the county SBR, so they do not show that we have received any penal fines yet, and are not current with the amount of interest we have earned. We are confident that we have a credit of \$15,294 in penal fines YTD, from the monthly amount reported to us separately by the county treasurer; April's amount was only \$2594. Note that we have zero balances in our Michigan CLASS accounts. We pulled out of those out of concern over the safety of those non-insured investments. The dividend rate there has continued to fall, from 0.8285% at the end of April to 0.5718% on May 19th. Those funds are held at FAFCU and 4Front in the "share" accounts, at very low interest rates.

We had expected to receive our Tax Revenue in April, and our State Aid, but neither has been booked in; they still are not booking our penal fines (\$15,294 mentioned above), and of course there is no traffic in the building to pay fines, copy fees or to make donations due to the lock-down.

In Expenditures, there is a problem in the Health Insurance Buyout: the county has never corrected an error that got started back in the beginning, when they mistakenly charged us for John's policy, instead of the buyout. Now, they have begun trying to credit us back with amounts in lines 719.600 and 719.700. We spent about \$13,000 on salary wage vs an expected average of \$15,541. We're presently nearly \$9,300 less than targeted on this line. Some line items show that we have bought ahead, but not overspent the budget. Most lines are underspent, indicating that we are operating at less than full capacity. As we are allowed to gradually re-open, there will be slight increases in some necessary expenditures, but savings in many others.

There has been no significant activity in 471 or 472.

Reconciliation of amounts submitted for payment agree very well with the amounts shown as paid in the Standard Budget Report. We find only an occasional discrepancy to be corrected.

MOTION by LUCYK to accept Treasurer's Report as presented

SECOND by COOK

MOTION CARRIED (ALL AYES)

MOTION by MORAN to approve expenditures in the amount of \$1,369.91

SECOND by PERESS

MOTION CARRIED BY ROLL CALL (ALL AYES)

- b) Director's report: **(ATTACHED)**
- c) Friends of the Library report: Gillooly update: Friends' group meeting 26 May 2020.
- d) DDA report: Railroad Square project construction continues in stages. Local business resources provided by DDA.
- e) Committee reports:
 - i) Policy manual review/approval: No update
 - ii) Capital Campaign: Cook update: Opportunity for 80% funding secured for project through Economic Development Administration grant.

MOTION by COOK to adopt Resolution 2020-02 in regards to an Economic Development Administration grant

SECOND by PERESS

MOTION CARRIED BY ROLL CALL (ALL AYES)

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryneck model: **No update**
- b) Critical response/building security enhancements: **No update**
- c) Performance appraisals and staff compensation: **Roberts will update in summer 2020**
- d) Penal fines / revenue sources: **No update**
- e) Board workshop: **Postponed until further notice**

8) NEW BUSINESS:

a) Staff payroll:

MOTION by LUCYK to pay staff through the governor's stay-at-home order until it expires

SECOND by PERESS

MOTION CARRIED BY ROLL CALL (ALL AYES)

b) Rotary Charities Resolution:

MOTION by LUCYK to adopt Resolution 2020-01 in regards to a Rotary Charities SEED grant

SECOND by MORAN

MOTION CARRIED BY ROLL CALL (ALL AYES)

c) Investments insurance: **No update**

9) BoC LIAISON COMMUNICATION: **SWEET update: New Director of Equalization hired. COVID-19 response plan completed. Remote meetings held by county possibly to end 16 June 2020.**

10) ITEMS FOR FUTURE AGENDA:

a) **None**

11) PUBLIC COMMENT ON NON-AGENDA ITEMS: **None**

12) Next meeting scheduled for: **Tuesday, 23 June 2020 at 10:00am**

13) ADJOURNMENT AT: **11:20am**

Respectfully Submitted,

John Roberts

Recording Secretary

Director Report

26 May 2020

- As of this writing libraries are closed to the public until June 12th. Curbside pickup and/or book deliveries also are not permitted.
- Staff continues to work on various projects either remotely or on-site. The number of staff in the building at any one time is limited and the CDC-recommended social distancing practices are in effect. Please be aware that although in-person library programs have been cancelled until further notice (including 2020 Summer Reading events) library staff is actively engaged in program design to react positively to the COVID-19 environment.
- In addition to a Rotary SEEDS grant I've also applied for a MI Humanities HOPE Grant (up to \$10,000) and will be applying for a State of Michigan CARES Grant (\$500 for COVID-related expenses and up to \$3,000 for Internet access).
- A Services Agreement Contract with Kalkaska Public Schools is included in the packet documents.
- I'll be conferring with Joe Hamlin (State Data Coordinator) in order to provide the Board with more-detailed information relating to penal fines and State Aid eligibility at the June meeting.

RESOLUTION 2020 – 01

At a regular meeting of the Kalkaska County Library Board of Trustees held on 26 May 2020, at 10:00am, and conducted remotely via video-conferencing software, the Board of Trustees determined that:

WHEREAS The Kalkaska County Library Board of Trustees supports activities to enhance library services at Kalkaska Public Schools;

WHEREAS Rotary Charities SEED Grant funds of \$5,678 and matching funds of \$14,735 will be utilized to re-establish and reinvigorate school library services at Birch Street Elementary, Rapid City Elementary, and Cherry Street Intermediate School;

WHEREAS The Kalkaska County Library Board of Trustees authorized, by motion, the submission of the Rotary Charities SEED Grant Application on 12 May 2020;

NOW, THEREFORE, BE IT RESOLVED That the Kalkaska County Library Board of Trustees authorizes John Roberts, Library Director, to sign the Grant Agreement if awarded.

Trustee _____ LUCYK _____ offered Resolution and moved its adoption.

Seconded by Trustee __PERESS_____

Yeas: __5__

Nays: __0__

Absent: __0__

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Kalkaska County Library Board of Trustees, Village of Kalkaska, County of Kalkaska, State of Michigan, at a regular meeting held on 26 May 2020.

__CASH COOK (signature on file)__

Kalkaska County Library Board of Trustees

By Its Secretary, Cash Cook

RESOLUTION 2020 – 02

At a regular meeting of the Kalkaska County Library Board of Trustees held on 26 May 2020, at 10:00am, and conducted remotely via video-conferencing software, the Board of Trustees determined that:

WHEREAS The Kalkaska County Library Board of Trustees has appointed a Capital Campaign Committee for the purpose of raising funds for a New Library Building;

WHEREAS Congress has appropriated \$1.5 billion via the CARES Act to the United States Department of Commerce, Economic Development Administration, for a wide variety of community assistance grants;

WHEREAS The Architecture and Infrastructure Design Firm C2AE possesses detailed knowledge of the Kalkaska County Library New Building Project and of the Kalkaska community;

NOW, THEREFORE, BE IT RESOLVED That the Kalkaska County Library engages the Architecture and Infrastructure Design firm C2AE to submit a CARES Act grant application to the Economic Development Administration for the purpose of a New Library Building, cost not to exceed \$5,000.

Trustee _____ COOK _____ offered Resolution and moved its adoption.

Seconded by Trustee _____ PERESS _____

Yeas: __ 5 __

Nays: __ 0 __

Absent: __ 0 __

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Kalkaska County Library Board of Trustees, Village of Kalkaska, County of Kalkaska, State of Michigan, at a regular meeting held on 26 May 2020.

____CASH COOK (signature of file)_____

Kalkaska County Library Board of Trustees

By Its Secretary, Cash Cook