

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
23 NOVEMBER 2021, 10:00AM
APPROVED MINUTES [Amended at 6a]**

- 1) CALL TO ORDER: **Needham at 9:59am**
- 2) ATTENDANCE/INTRODUCTIONS:
 - a) BoT present: **D. Needham, R. Lucyk (attending remotely from Thermopolis, Wyoming), M. Moran, C. Cook, K. Peress (attending remotely from Blue Lake Township, Kalkaska County)**
 - b) BoC present: **None**
 - c) Friends of the Library liaison: **M.R. Gillooly**
 - d) Staff present: **J. Roberts**
 - e) Public present: **None**

3) APPROVAL OF AGENDA:

**MOTION by COOK that the agenda be approved as presented
SECOND by MORAN
MOTION CARRIED (all ayes)**

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by MORAN to approve minutes of 26 October 2021 as presented
SECOND by COOK
MOTION CARRIED (all ayes)**

5) PUBLIC COMMENT: **None**

6) REPORTS:

- a) Financial report/Approval of bills:

Library Total Fund Balance as of the end of October was \$987,581.75, in good agreement with the Total Bank Balance of \$988,436.15. The highlighter on the Banking report simply indicates that we had already purchased the most recent Jumbo CD at 4 Front, but that news had not yet been entered in the SBR. I just reduced the balance in the Huntington Bank account by that amount, and showed it in the 4Front balance instead.

The amount is about \$15,000 less than the previous month. Two more CDs become mature next week or so, and I will introduce a motion later in this meeting to suggest action.

Our penal fines continue to hold at about expected levels. They now total \$67,551.65 YTD.

We earned about \$785 interest in October, but that will drop off sharply after we cash out and reinvest those two CD's at FAFCU, which are still bringing over 2% annually.

Revenues: We will come up a little over \$600 short in State Aid Revenue. In the budget & finance review meeting I asked if we were going to see a makeup on the shortfall of current tax revenues, as used to happen if property taxes fell short of the equalization estimate we are given. It sounded to me like "they do not borrow to make up the difference" anymore, so we will be \$5700 short on that revenue source. The Grant Revenues figure is behind but recent activity should improve that. School program Reimbursements figures have been adjusted to match actual SPR expenditures and will be shown in next month's report.

Expenditures: The rest of the expenditures are pretty much on Track to finish the year within budget.

MOTION by COOK to accept Treasurer's Report as presented

SECOND by MORAN

MOTION CARRIED by roll call (all ayes)

MOTION by [MORAN] to approve expenditures for November 2021 in the amount of \$14,848.55 as presented

SECOND by PERESS

MOTION CARRIED by roll call (all ayes)

MOTION by MORAN that Trustees instruct the County Treasurer to take the following actions on December 1st, 2021:

1. Withdraw the total amount of the maturing CD #343 and transfer \$15,000 of the proceeds to a 12 month, 0.40% Business CD at 4Front Credit Union. Deposit whatever remains (approximately \$1000) into the Library's Michigan CLASS account, 472-790-003.500.

2. Withdraw the total amount of the maturing CD #344, (approximately \$95,500) and transfer \$95,000 of that total to the Library's 271 Cash Pooled account at Huntington National Bank, 271-000-001.000. Transfer any remaining amount over \$95,000 to the Library's Michigan CLASS 271 Operations account 271-000-003.002.

SECOND by PERESS

MOTION CARRIED by roll call (all ayes)

MOTION by COOK to approve budget amendment of 23 November 2021 as presented

SECOND by MORAN

MOTION CARRIED by roll call (all ayes)

b) Director's report: **Report on file**

c) Friends of the Library report: **Gillooly update: As of October 2021 checking account balance is \$10,810.65; New Library account balance is \$118,409.54. Silent auction begins 29 November, Christmas cookie sale held December 16 and 17**

d) DDA report: **Cook update: Library capital campaign focus of DDA's November efforts**

e) Capital Campaign:

i) Fundraising Working Group: **Cook & Roberts update: Meetings with state officials; proposals in-process for December deadline; U.S. Treasury Department Coronavirus Capital Projects Funds and MITTIN Grant discussed**

f) Millage Working Group:

i) **Roberts report: See item 8b**

7) UNFINISHED BUSINESS:

a) 2022 budget and proposed salaries and wages: **County budget hearing scheduled for December 15, 5:30pm**

b) Director evaluation:

MOTION by COOK to extend director's contract through 2022, based on received evaluations

SECOND by MORAN

MOTION CARRIED by roll call (all ayes)

c) FY 2020 State Aid Report: **Expected completion December 2021; Active registered users, 5,683**

8) NEW BUSINESS:

- a) Thank you letters: Paul Davis, Community Foundation, TC Energy, Cherryland Electric: **Discussion; include Matt's Underground**
- b) Community Impact statement: **Discussion; 2nd draft to be prepared for December meeting**
- c) Drug and Background Check Policy: **Discussion; existing policy deemed adequate**

9) BoC LIAISON COMMUNICATION: **None**

10) ITEMS FOR FUTURE AGENDA:

- a) **Consider motion: On December 30, 2021 use \$10,000 of the funds deposited at FAFCU 472 Regular Shares account to purchase a 12 month, 0.20% CD at FAFCU**
- b) **2nd draft, community impact statement**

11) PUBLIC COMMENT: **None**

12) Next meeting scheduled for: **Tuesday, 21 December 2021 at 3:00pm**

13) ADJOURNMENT AT: **11:25am**

Respectfully Submitted,

John Roberts
Recording Secretary