

Kalkaska County Library | 247 S. Cedar Street, Kalkaska, MI 49646

(231) 258-9411 | info@kalkaskalibrary.org

Regular Meeting Draft Minutes | 22 October 2024

Held at the Kalkaska County Library

1. Call to order: Needham at 10:00am

2. Attendance:

Trustees: D. Needham, R. Lucyk, M. Moran, C. Cook, R. Wesley

Commissioner liaison: J. Sweet [absent]

Friends' Liaison: M.R. Gillooly

Staff: J. Roberts, D. Payne, J. Velez

Public: R. Heitmeyer

3. Approval of agenda:

MOTION by WESLEY to approve the agenda as presented

SECOND by COOK

MOTION CARRIED - all ayes (5 / 0)

4. Approval of minutes:

MOTION by WESLEY to approve the minutes of the 24 September 2024

regular meeting as presented

SECOND by MORAN

MOTION CARRIED - all ayes (5 / 0)

5. Public comment:

- a. R. Heitmeyer introduced himself re. application to be a library trustee
- b. J. Velez expressed gratitude for tuition reimbursement; observed board meeting to fulfill class assignment

6. Treasurer's report / approval of expenditures:

As of the end of September, the Library's total Fund Balance was reported to be \$1,303,988.47. The Total Bank Balance was \$1,361,634.91 as shown by the actual closing amounts in 4Front and Michigan CLASS, and the reported balances in the County's three Huntington Bank accounts. A persistent difference of \$50- to \$60,000 remains between the numbers for TBB and TFB, which I feel should be fairly close together. I'm concerned because the FUND BALANCE is lower than the BANK BALANCE, and I don't know where that money is. I would like to pose this question to David Schaeffer, county administrator, who seems to be a very accounting-minded sort of person.

Revenues in September were only \$5752.80, calculated as the difference between YTD August and YTD September. (The September month activity was not shown on your SBR and we should ask to get that reinstated) Revenues YTD were \$387,852.31. Expenditures for the month of September were \$35,951.34, for a YTD total of \$392,573.80.

Penal Fines had another strong month, bringing in \$12,048 for a YTD total of \$76,803.70. This is nearly \$7000 over our annual budgeted amount, with 3 months left to go.

We earned a total of \$5,752.89 interest in our accounts in September, for a year to date total of \$51,849.27. Only about \$750 was from 271 accounts last month.

Note that interest rates for Michigan CLASS are coming down, from about 5.36% on 9/1 to about 4.95% on 10/19.

We have not received another Pre-Grant gift toward new construction from the Kellogg Foundation.

[Discussion regarding 271 fund balance and expenditures]

MOTION by COOK to accept treasurer's report as presented

SECOND by WESLEY

MOTION CARRIED by roll call (5 / 0)

MOTION by LUCYK to approve expenditures for October 2024 in the amount of \$13,866.04 as presented

SECOND by COOK

MOTION CARRIED by roll call (5 / 0)

a. 471 budget:

MOTION by WESLEY to transfer the balance of 471-790-003.500

MI CLASS MI-01-0577-0002 into 472-790-003.500 MICH CLASS LIBRARY 0003, and close 471 account

SECOND by COOK

MOTION CARRIED by roll call (5 / 0)

7. Director's report: Placed on file

MOTION by MORAN to approve quote for roof maintenance, gutter repair, and tree trimming, in the amount of \$900

SECOND by COOK

MOTION CARRIED by roll call (5 / 0)

MOTION by WESLEY to close library Dec. 17th at 1:00pm for annual holiday party

SECOND by LUCYK

MOTION CARRIED – all ayes (5 / 0)

8. Friends of the Library report: Placed on file; savings \$13,276.07, new library savings \$209,231.30; Christmas basket auction from Dec. 3rd to Dec. 13th; Cookie sale Dec. 12th and 13th
9. DDA report: Major donor reiterates new library building as community priority
10. Fundraising working group: Pending discussion with architects, possible request for new renderings
11. Unfinished business:
 - a. 2025 budget + Attachment A: Employee Handbook edits proposed for early 2025
12. New business:
 - a. Director reviews and contract: Evaluation forms emailed to board; current director contract to be reviewed for December meeting

b. Trustee application

MOTION by LUCYK to recommend Richard Heitmeyer to the county commissioners to serve as a Kaskaska County Library Trustee, term commencing 1 January 2025

SECOND by COOK

MOTION CARRIED by roll call (5 / 0)

13. Commissioner liaison report: No report

14. Items for future agenda:

a. Special meeting for CDs

15. Public comment: None

Next meeting scheduled for Tuesday, 26 November 2024 at 10:00am

16. Adjournment: 11:19am

Respectfully Submitted,

Debra Payne

Recording Secretary