Minutes of the Charlevoix Public Library Board of Trustees Meeting 12-13-18

Trustees present: Conlan, Dixon, Doskoch, Heid, Kiteley, Madison

Trustees absent: Smolenyak

Director present: Adams

Others present: Corey Bascom

Meeting called to order by president John Dixon

Agenda- Dixon stated we need to move Corey to the top of the agenda and add Linda’s evaluation to new business.

Audit-
Corey explained that we are doing a great job and are being very consistent. He then went through the audit page by page.
Pages 1-2: The independent auditor’s report, a very clean audit report

Pages 3-7: Management discussion and analysis, a rather "Cliff's Notes" version

Pages 8-9: Set of financial statements- full accrued assets and liabilities. Total assets 8.4 million. Liabilities are at 3.1 million, with that being mostly the debt on the building. Net position is 5.2 million. On page nine, the expenses are listed first, then matched with revenues.

Pages 10-12: These are a different set of income balance statements. If we add a capital projects fund, this is where we’d see that third column added. It would be unassigned or unrestricted.

Page 11: A reconciliation of pages eight and ten

Page 12: Shows that most of the money comes from property taxes

Page 13: Expenditures and changes in fund balances to the statement of activities

Page 14-24: Notes to financial statements. Fund equity- committed vs assigned- assigned gives more leniency. Budgetary process- great job- under budget. The state looks more at expenses. The budget itself is fluid and can change throughout the year. Commitment- the children’s garden- cost will go to the 2019 budget- just a note that the expense will take place in the future.

Pages 25-26: Budgetary comparisons- general fund- debt service fund

Segregation of duties and audit procedures could only happen if we have outside people do our books. Too expensive. When the audit is complete the state asks the auditors if there are any concerns besides segregation of duties.

Heid moved, Doskoch second, to approve the audit as received. Motion carried.

Friends of the library: There are a few shifts on the board. Jean Smith, who is president elect, will take over in 2020. The friends will pay for three Adirondack chairs and a table for youth
garden. They are also paying for a sensory table. They approved $2500 for the Life Long Learning programs. These have been well attended.

Minutes: Doskoch moved, Conlan second, to approve the minutes of the November board meeting as presented. Motion carried.

Financials: Big expenses this month have been for the youth garden. The library purchased a book surrey with money that Leanne Milliman won at a national conference. There is still one more area that needs repair on the roof, they will need to come back for that. Paid the annual fee for Sirsi Conlan moved, Madison second, to approve the financials. Motion carried.

Director's report:
Strategic plan update
End of the second year of the work plan
Projects are set for next year, Linda is working on that
Linda hired an admin assistant. Lyn Bourne-Weick will start in January
Remote workers are meeting here. We're already meeting their needs minus space available 24/7
Community room scheduling requires a ton of energy, and staff time is required
Fine free- many libraries have gone fine free. Linda is exploring possibilities.
Active shooter training will be held January 22nd for staff at 8:30 and 2:00
Youth garden- Site Planning is almost complete. June 8, 2019 will be the grand opening for the garden and also for a more traditional summer reading program.
Cultural Corridor is planning an event in cooperation with Charlevoix’s Shadowfest for February 2, 2019. An open house with focus on youth activities.
The Michigan Room Committee no longer wants to do the Duerr Award. Hoping the Friends will pick it up.

New Business
Audit review: completed
Strategic plan update- in packet, looks great
Staff Christmas luncheon December 19th from 12:30-2:00. The board is encouraged to stop by and visit.
Linda’s evaluation. Another great year and job well done. The evaluation is done at this time of year, but her raise would happen in July. We may want to shift the evaluation to summer and complete it in June.

With no further business to conduct, the meeting was adjourned.

Respectfully submitted,

Carol J Madison