



Minutes of the Library Board Meeting, January 20, 2020

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:33 p.m. on January 20, 2020, was held at the CWPL in Cadillac, Michigan. Trustees present included Sandy Bengelink, Lee Jones, Linda Kimbel, Vicki Long, and Brian Valice. Also attending the Regular Meeting were: Director Tracy Logan-Walker and CWPL employee Jayne Walker.

- 1. Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:33 p.m.
- 2. Additions to the Agenda:** Director Tracy Logan requested that "Mesick Book Depository" be added to New Business as item #9.2. *Trustee Sandy Bengelink moved to approve the amended agenda of the January 20, 2020, Board Meeting. The Motion was duly seconded by Trustee Linda Kimbel and, with no further discussion, approved unanimously.*
- 3. Minutes:** *Trustee Lee Jones moved to approve the Minutes of the December 16, 2019 Board Meeting. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.*
- 4. Public Participation:** None.
- 5. Communications:** Director Logan brought notes from the Staff thanking the Board for the Amazon gift cards they received for Christmas.
- 6. Director's Report:** No report this month with the lack of activity due to the Library being closed for the holidays.
- 7. Financial Reports/Current Bills:**
 - 7.1 Financial Reports/Current Bills:** *Trustee Kimbel moved to approve the financial statements and the disbursements, as per the check detail report, for the month of December, 2019. The Motion was duly seconded by Trustee Bengelink and, after no further discussion, approved unanimously.*
- 8. Old Business:**
 - 8.1 Friends of the Library ("FOL"):** Trustee Long handed out the FOL Agenda for the January 21, 2020, meeting and mentioned the upcoming program and book sale.
 - 8.2 HVAC Update-Contracts:** Having received copies of the Electrical and Mechanical contracts and discussing them, *Trustee Jones moved to adopt Resolution 2020-1 authorizing Director Logan to enter into the necessary contracts for the HVAC project not to exceed \$90,000.00. The Motion was duly seconded by Trustee Kimbel and, after a short discussion, approved unanimously.*

8.3 Rotary Grant: Director Logan reported that she is working on the application for the Rotary Charities Grant.

8.4 Memorial/Donation Wall: Director Logan handed out the final design for the Memorial/Donation Wall plaque which was met with many positive comments by the Board members. It was the consensus of the Board to accept and go forward with the prototype.

9. New Business:

9.1 Sick Time Sharing Policy: Director Logan explained the policy which was drafted by the Library's Attorney, Karl Butterer and the situation with an employee that precipitated the need for the policy. After some discussion, *Trustee Kimbel moved to adopt the policy as presented which was duly seconded by Trustee Jones. After further discussion the Motion was approved unanimously.* However, it was the consensus of the Board to continue discussion over some possible clarifications in the policy at next month's meeting.

9.2 Mesick Book Depository: Director Logan shared that she had recently met with Sharon Ream and Commissioner Ben Townsend and that they had asked her to talk to the Board about reimbursing Springville Township for the cost of the Mesick book depository. After some considerable discussion the following Motions were made: *Trustee Kimbel moved to reimburse Springville Township in the amount of \$7,200.00 for the Mesick Library book depository. The Motion was duly seconded by Trustee Long and, with no further discussion, approved unanimously. Trustee Bengelink moved to amend the 2020 Budget by adding \$7,200.00 to the Mesick Capital Outlay line item account to be paid for from the Unassigned portion of the Fund Balance. The Motion was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.*

10. Next Meeting: Monday, February 17, 2020 at 5:30 p.m. in Cadillac.

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Long to adjourn was duly seconded by Trustee Bengelink and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:31 p.m.

Recorded by Jayne Walker