



## Minutes of the Library Board Meeting, January 21, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library (“CWPL” or “Library”), commencing at 5:29 p.m. on January 21, 2019, was held at the CWPL in Cadillac, Michigan. Trustees present included Kathy Cline, Lee Jones, Vicki Long, Valerie Shultz, and Brian Valice. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee April Liedeke; and Wexford County Commissioner Ben Townsend.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:29 p.m.
2. **Additions to the Agenda:** *Trustee Vicki Long moved to approve the agenda of the January 21, 2019 Board Meeting as presented. The Motion was duly seconded by Trustee Lee Jones and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Lee Jones moved to approve the Minutes of the December 17, 2018, Board Meeting. The Motion was duly seconded by Trustee Valerie Shultz and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** Director Tracy Logan gave the Board a Christmas card from Foster, Swift, Collins, & Smith PC and three thank you cards from employees. Trustee Brian Valice informed the other trustees that he had been contacted by accountant Mike Cool at Baird, Cotter and Bishop about the audit.
6. **Director’s Report:** Director Logan added that she and employee April Liedeke had done a video of an unboxing of new books in the library and posted it to Facebook.
7. **Financial Reports/Current Bills:** *Trustee Long moved to approve the financial statements and the disbursements, as per the disbursements journal, for the month of December 2018. The Motion was duly seconded by Trustee Jones and, after some questions from Trustee Shultz, approved unanimously.*
8. **Old Business:**
  - 8.1 Friends of the Library (“FOL”): Trustee Long handed out copies of the agenda for the February 2019 meeting and newsletters.
  - 8.2 Manton Branch-new facility update: Director Logan asked the Board if they would sign a letter of support for the Manton Library Building Committee for a grant to the Cadillac Area Community Foundation.
  - 8.3 Mesick Branch-new facility update: Commissioner Ben Townsend shared the finalized plans and that they would have final bids in by February 13<sup>th</sup> 2019. They hope to complete construction in November 2019.

- 8.4 HVAC Project Update: Director Logan informed the Board that she had heard back from two companies for project managers. Director Logan suggested that the Board go with Apex Engineering. A brief discussion followed and the Board asked Director Logan to contact Apex Engineering to hire.
- 8.5 Strategic Planning: Director Logan is compiling the list of names given for the strategic planning committee and will bring it to the February 18, 2019 meeting.
- 8.6 Out of Area Cards: Director Logan asked the Board for an extension of time on implementing the new policy. *Trustee Long moved to change the implementation date for the new Out Of Area Card Policy to June 1, 2019. The Motion was seconded by Trustee Jones and after a brief discussion approved unanimously.*

## **9. New Business**

- 9.1 Election of Officers: *Trustee Jones moved to postpone the election of officers to the February 18, 2019 Board Meeting. The Motion was seconded by Trustee Long and after no further discussion, approved unanimously.*
- 9.2 Trustee Long asked that the bylaws be added back to the old business section for the next Board meeting.

**10. Next Meeting:** Monday, February 18, 2019 in Cadillac at 5:30 p.m.

**11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Long to adjourn was duly seconded by Trustee Shultz and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:12 p.m.

Recorded by April Liedeke