



Minutes of the Library Board Meeting, October 16, 2023

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:30 p.m. on October 16, 2023, was held at the CWPL in Cadillac, Michigan. Trustees present included Carol Blake, Linda Kimbel, and Lindsay Rumohr. Trustees Lee Jones and William Swank were absent. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee Jayne Walker; and Wexford County Commissioner Ben Townsend.

1. **Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 5:33 p.m.
2. **Additions to the Agenda:** Director Tracy Logan added 7.3 2023 Budget Adjustments to Agenda Item #7 Financial Reports/Current Bills. *Trustee Carol Blake moved to approve the Agenda of the October 16, 2023, Board Meeting as amended. The Motion was duly seconded by Trustee Lindsay Rumohr and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Rumohr moved to approve the Minutes of the September 18, 2023, Board Meeting. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** Chairperson Linda Kimbel read Trustee Lee Jones' official resignation letter effective January 1, 2024 and shared her appreciation for Lee's many years of service as a Trustee.
6. **Director's Report:** Director Logan noted that the Library card design contest has 400 votes so far. She also shared that she will be attending the Michigan Library Association fall conference October 18-20.
7. **Financial Reports/Current Bills:**
 - 7.1 Financial Reports/Current Bills: *Trustee Blake moved to approve the financial statements and disbursements, as per the check detail report, for September, 2023. The Motion was duly seconded by Trustee Rumohr and, after no further discussion, approved unanimously.*
 - 7.2 Budget Amendment for Roof Project: Financial Coordinator Jayne Walker explained that it is necessary to amend the 2023 Budget by adding the expected cost of the new roof. *Trustee Rumohr moved to amend the 2023 Budget by adding \$305,000 to the Cadillac Capital Outlay—Roof expense account to be paid from the Assigned*

for Roof Replacement and Unassigned portions of the Fund Balance. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.

- 7.3 2023 Budget Adjustments: Ms. Walker requested that specific line item budget amounts be shifted around to better reflect actual spending. This would ensure that the Library does not go over its budget in particular categories. She presented a sheet showing the accounts and adjustment amounts. *Trustee Blake moved to amend the 2023 Budget as proposed. The Motion was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.*

8. Old Business:

- 8.1 Roof Update: Director Logan shared that the old stone roof proved harder to remove than expected, that the project is about half-way done, and that the foam insulation being installed is of good quality and should save the Library money in heating bills.

9. New Business:

- 9.1 Trustee Training—Chapter 8: Trustee Rumohr led the Board in a discussion about Library Technology. Director Logan answered Trustee questions about the Library's software and security measures. The topic of having a Data Security Audit was also discussed. Trustee Blake is to lead next month's discussion on Library Facilities.
- 9.2 Employee Handbook Change: Director Logan explained that part-time employees in the branches would like to have full-day rather than half-day schedules. However, the current Employee Handbook does not allow part-time staff to work more than ten eight (8) hour shifts a month. She proposed that the policy be changed to not more than twelve, eight (8) hour shifts. She also related that she had spoken to the labor lawyer who felt the change was acceptable and not a legal issue in any way. *Trustee Rumohr moved to approve the change to the Employee Handbook as presented. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
- 9.3 Budget Hearing: Director Logan informed the Board that it is required to have a Public Hearing when discussing and voting on a fiscal budget. Therefore, a public hearing will need to take place at the November 20, 2023 Meeting when the Board discusses and votes on the proposed 2024 Budget. A very specific notice has to be posted on the Library's website, on the Library's notice board outside the door, and printed in the local newspaper.
- 9.4 Insurance Resolution: Director Logan informed the Board that a Resolution to exempt employees from having to pay a portion of their health insurance has to be made each year in order to comply with Public Act 152. *Trustee Blake moved to approve CWPL Resolution No. 2023-01 which adopts the Section 8 "Exemption" Option for the up-coming year, 2024, as set forth in*

Pubic Act 152 of 2011. The Motion was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.

Resolution No. 2023-01 was then signed by Trustee Board Secretary, Lindsay Rumohr.

10. Next Meeting: A Regular Meeting of the Board will be Monday, November 20, 2023 in Cadillac at 5:30 p.m.

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Rumohr to adjourn was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:25 p.m.

Recorded by Jayne Walker