



Minutes of the Library Board Meeting, October 21, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library (“CWPL” or “Library”), commencing at 6:20 p.m. on October 21, 2019, was held at the CWPL in Cadillac, Michigan. Trustees present included Lee Jones, Linda Kimbel, Vicki Long, and Brian Valice (via phone). Also attending the Regular Meeting were: Director Tracy Logan-Walker; CWPL employee April Liedeke; Wexford County Commissioner Ben Townsend.

- 1. Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 6:20 p.m.
- 2. Additions to the Agenda:** Director Tracy Logan-Walker requested that “Mesick Leasing Agreement” be added under New Business as item #9.3 and “Approval of Mesick Closing and Move in Date” be added as item #9.4. *Trustee Linda Kimbel moved to approve the agenda of the October 21, 2019 Board Meeting as amended. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.*
- 3. Minutes:** *Trustee Long moved to approve the Minutes of the September 16, 2019, Board Meeting. The Motion was duly seconded by Trustee Lee Jones and, with no further discussion, approved unanimously.*
- 4. Public Participation:** None.
- 5. Communications:** None.
- 6. Director’s Report:** Director Logan-Walker handed out the numbers for the Teen Summer Reading program. There is a new buying method for Overdrive that will give the eBook platform a more cohesive collection.
- 7. Financial Reports/Current Bills:**
 - 7.1 Financial Reports/Current Bills:** *Trustee Jones moved to approve the financial statements and the disbursements, as per the check detail report, for the month of September 2019. The Motion was duly seconded by Trustee Kimbel and, after no further discussion, approved unanimously.*
- 8. Old Business:**
 - 8.1 Friends of the Library (“FOL”):** Trustee Long talked about the FOL annual meeting. Packets that were handed out at the FOL meeting were also given to the Board Members.
 - 8.2 HVAC Project Update:** Director Logan-Walker had a meeting with employees from Apex Engineering and Nealis Engineering about the HVAC project. They predicted 2-3 weeks’ worth of work with the Library closed to the public for one of those weeks. The invitations bid will be going out to 5 or 6 companies.

- 8.3 Rotary Grant: Director Logan-Walker stated that the Rotary Grant has been submitted and that she is already looking at another grant. She also informed the Board that the Library is one of the final three possible recipients for the Leadership Project.
- 8.4 Restroom Doors: Director Logan informed the Board that City Glass will be doing the work and that there is a new hinge that they would be using.
- 8.5 New Board of Trustees Member: The Board of County Commissioners appointed Sandy Bengalink on October 2, 2019 to complete the term for former Board Member, Trustee Cathy Kline, which will expire December 31, 2022.

9. New Business

- 9.1 Community Calendar Policy: Director Logan introduced a policy for the new community calendar hosted on the Library's website. After some discussion, the Board decided to table further discussion until next month.
- 9.2 Memorial/Donation Wall: Director Logan-Walker laid out two designs for a memorial/donation wall. Director Logan-Walker reminded the Board that there is money from a memorial for this and that she would ask the Friends of the Library about donating money also.
- 9.3 Mesick Lease Agreement: Director Logan-Walker presented the Board with the Mesick lease agreement between Springville Township and the Cadillac Wexford Public Library. There was much discussion. *A Motion by Trustee Jones for approval of the lease agreement between Springville Township and the Cadillac Wexford Public Library and giving Director Logan-Walker authority to comply with the lease was duly seconded by Trustee Long and, with no further discussion, approved unanimously.*
- 9.4 Approval of Mesick Closing and Move in Date: Director Logan-Walker asked for the Board's permission to close the Mesick Library from November 4th- November 8th in order to move the Mesick Library from its current location to the new building. *A Motion by Trustee Kimbel to close the Mesick Library from November 4th-November 8, 2019, and to reopen on November 9th, 2019 in the new location was duly seconded by Trustee Long and with no further discussion, approved unanimously.*

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

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Jones to adjourn was duly seconded by Trustee Long and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 7:28 p.m.

Recorded by April Liedeke