



## Minutes of the Library Board Meeting, October 22, 2018

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library (“CWPL” or “Library”), commencing at 5:37 p.m. on October 22, 2018, was held at the CWPL in Cadillac, Michigan. Trustees present included Lee Jones, Vicki Long, Brian Valice, and Theresa Williams. Trustee Virginia Mackey was absent. Also attending the Regular Meeting were Director Tracy Logan-Walker and CWPL employee Jayne Walker. Adam Kerr, Wexford County Facilities Maintenance, was in attendance until 5:55 p.m.

- 1. Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:37 p.m.
- 2. Additions to the Agenda:** Trustee Vicki Long requested to add and discuss “Facilities Maintenance” as Item #3 to the Agenda and subsequently renumber the remaining Items accordingly. *Trustee Long moved to approve the agenda of the October 22, 2018 Board Meeting as amended. The Motion was duly seconded by Trustee Theresa Williams and, with no further discussion, approved unanimously.*
- 3. Facilities Maintenance:** Trustee Williams introduced Adam Kerr, Facilities Maintenance employee of Wexford County who answered various questions by the Board about facilities management and also shared his advice and insights. The Board expressed appreciation to Mr. Kerr for coming and he left the Meeting at 5:55 p.m.
- 4. Minutes:** *Trustee Lee Jones moved to approve the minutes of the September 17, 2018, Board Meeting. The Motion was duly seconded by Trustee Williams and, with no further discussion, approved unanimously.*
- 5. Public Participation:** None.
- 6. Communications:** Director Logan presented a request by Project Christmas to place a donation box in the Library lobby. After a short discussion, it was the consensus of the Board that, though a great program worthy of support, it is not allowed per the Library’s Solicitations and Donation Policy.
- 7. Director’s Report:** Director Tracy Logan had nothing new to add.
- 8. Financial Reports/Current Bills:** Trustee Williams asked Mrs. Jayne Walker about what makes up the “Unassigned” portion of the Fund Balance and discussion followed regarding a more descriptive name. Mrs. Walker stated she would talk to the Library’s CPA, Mike Cool, about it. *Trustee Long moved to approve the financial statements and disbursements, as per the disbursements journal, for the month of September 2018. The Motion was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.*

## 9. Old Business:

- 9.1 Friends of the Library ("FOL"): Trustee Long handed out copies of the agenda from the October 16<sup>th</sup> meeting and highlighted the events coming up in October and November. She also reported that the FOL had raised \$1,215.00 at the recent Used Book Sale.
- 9.2 Manton Branch-new facility update: Director Logan related that she had attended the Building Steering Committee Meeting on October 17<sup>th</sup> and handed out copies of the minutes of that meeting.
- 9.3 Mesick Branch-new facility update: Director Logan stated that there was nothing new to report at this time.
- 9.4 HVAC Update: Director Logan reported that she had received a Request For Proposal ("RFP") from Temperature Control, Inc. and that she is still waiting for the second RFP to come from Team Bob.
- 9.5 Accepting Credit Cards: Director Logan suggested that this item be taken off of the agenda until next spring.

## 10. New Business

- 10.1 Insurance Coverage: Director Logan informed the Board that she had met with CWPL's insurance agent, Tim Knaggs, and that the insurance coverage for the Library will be the same for 2019. However, she would like to investigate a different provider that is widely used by other libraries and the Board encouraged her to do so.
- 10.2 County Request—Meeting Minutes: Director Logan said that the County Clerk's office strongly suggested that CWPL post the minutes of the Meetings of the Board of Trustees on the Library's website. After a short discussion about the need to be transparent, it was the consensus of the Board to put the *approved* minutes on the Library's website.
- 10.3 Trustee By-Laws: Director Logan had previously sent the Trustees a list of what a library board's by-laws should include. Discussion followed about how the current by-laws compared to the list. Trustee Long sent her notes about possible changes via email to all the Trustees to look over and respond with their thoughts and ideas.
- 10.4 Strategic Planning: Director Logan informed the Board that the Library does not have a current strategic plan and proceeded to conduct a "brainstorming session" with the Board listing various reasons for initiating the process. She will send copies of the list along with what is needed for the next step to all of the Board members.

**11. Next Meeting:** Monday, November 19, 2018 in Cadillac at 5:30 p.m.

**12. Adjournment:** There being no further business before the Board, a *Motion by Trustee Long to adjourn was duly seconded by Trustee Williams and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 7:33 p.m.

Recorded by Jayne Walker