



## Minutes of the Library Board Meeting, November 18, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:31 p.m. on November 18, 2019, 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; CWPL employee Jayne Walker; and Wexford County Commissioner Ben Townsend.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:31 p.m.
2. **Additions to the Agenda:** *Trustee Linda Kimbel moved to approve the agenda of the November 18, 2019 Board Meeting. The Motion was duly seconded by Trustee Sandy Bengelink and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Vicki Long moved to approve the Minutes of the October 21, 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 did not have anything more to add and there were no questions by the Board.
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 October, 2019. The Motion was duly seconded by Trustee Long and, after no further discussion, approved unanimously.*
8. **Old Business:**
  - 8.1 Friends of the Library ("FOL"): Trustee Long handed out the Agenda for the FOL November 19, 2019, meeting. She also passed around a copy of the newspaper with a picture of the FOL receiving the \$1,000 check from Family Fare for the new Manton Library project.
  - 8.2 HVAC Update: Director Logan reported that bids have been received, the bidding has closed, and she and Project Manager Steve Steimel will be meeting with some of the companies to go over the bids to make sure everything was taken into consideration.
  - 8.3 Rotary Grant: Director Logan reported that she will be presenting the Library's request for a \$25,000 grant to the Rotary Club members on Tuesday, November 19. She anticipates the Rotary's decision will be known by the end of the month.

8.4 Community Calendar Policy: Director Logan handed out copies of the policy that was given to the Board to look over at the October meeting. She gave a recap of how it would work and after some discussion, the following motion was made. *Trustee Kimbel moved to approve the policy as presented which was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.*

8.5 Memorial/Donation Wall: Director Logan reported that she will have mock-ups of three different choices to present to the Board at December's meeting. She also plans to ask the FOL at their meeting tomorrow about helping to fund the project.

## **9. New Business**

9.1 2020 Budget. Financial Coordinator, Jayne Walker, handed out copies of a rough draft of the 2020 Budget. She highlighted the more obvious changes, provided explanations and asked the Board to contact her if they had any questions. She will have a final budget for the Board to approve at December's meeting.

9.2 2020 Meeting & Holiday Schedule. Director Logan provided copies of the proposed schedule. After a short discussion, the following motion was made: *Trustee Jones moved to approve the Meeting & Holiday Schedule for 2020 as presented which was duly seconded by Trustee Bengelink and, after no further discussion, approved unanimously.*

**10. Next Meeting:** Monday, December 16, 2019 at 5:30 p.m. *at the Raven restaurant in Cadillac.*

**11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Bengelink to adjourn was duly seconded by Trustee Long and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:18 p.m.

Recorded by Jayne Walker