



## Minutes of the Library Board Meeting, November 19, 2018

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library (“CWPL” or “Library”), commencing at 5:32 p.m. on November 19, 2018, was held at the CWPL in Cadillac, Michigan. Trustees present included Lee Jones, Vicki Long, Virginia Mackey, Brian Valice, and Theresa Williams. 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 5:32 p.m.
2. **Additions to the Agenda:** *Trustee Theresa Williams moved to approve the agenda of the November 19, 2018 Board Meeting as presented. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Lee Jones moved to approve the Minutes of the October 22, 2018, Board Meeting. The Motion was duly seconded by Trustee Williams and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** Director Tracy Logan gave each Trustee a copy of a letter addressed to the Library Board. It was from a patron who wanted to commend CWPL employee April Liedeke for her outstanding job performance and express to the Board that “the Library is a wonderful place to be, and all of the employees have always been kind and helpful...”
6. **Director’s Report:** Trustee Williams was glad to see that the staff are having monthly drills to practice for emergency situations.
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 October 2018. The Motion was duly seconded by Trustee Virginia Mackey and, after a discussion regarding the Fund Balance, approved unanimously.*
8. **Old Business:**
  - 8.1 Friends of the Library (“FOL”): Trustee Long handed out copies of the agenda for the November 20 meeting.
  - 8.2 Manton Branch-new facility update: Director Logan mentioned that she had attended a meeting last week where they stuffed 497 envelopes with letters soliciting donations from Manton School alumni.
  - 8.3 Mesick Branch-new facility update: Commissioner Ben Townsend shared that the architectural plans are in the “mechanical stage” and they hope to start work late March or early April.

- 8.4 HVAC Project Update: Director Logan informed the Board that she has had no response from Team Bob's on the HVAC project despite her phone calls regarding the Library's Request For Proposal ("RFP"). She plans to look for other companies who are willing to consider the HVAC project. A lengthy discussion followed about the HVAC project cost and how the Library could afford to pay for it.
- 8.5 Trustee Bylaws: After a short discussion, this task was deferred to the December meeting.
- 8.6 Strategic Planning: Strategic Planning goals were discussed and narrowed down to four. After a short discussion regarding the proposed Strategic Plan budget and timeline, it was the consensus of the Board to hold off on approval of these until December's meeting.

## 9. New Business

- 9.1 2019 Budget: In light of the impending expense of replacing the HVAC system, Trustee Williams asked whether the HVAC project should be included in the 2019 Budget. Director Logan and Mrs. Jayne Walker will consult CWPL's auditor, Mike Cool, as to whether that should be part of the 2019 Budget or as a footnote on the auditor's 2018 Report on Financial Statements. Mrs. Walker will also bring a second 2019 Budget proposal with cuts to operating expenditures for the Board to consider at the December meeting.
- 9.2 Heavy Weather Policy: Director Logan presented a new, updated version of the policy. After a short discussion, *Trustee Jones moved to approve the Heavy Weather Policy as amended. The Motion was duly seconded by Trustee Long, and with no further discussion, approved unanimously.*
- 9.3 2019 Meeting and Holiday Schedule: Trustee Williams expressed her concern about being closed on Good Friday as that is a religious holiday. *Trustee Jones moved to approve the 2019 Board Meeting and Holiday Schedule as presented. The Motion was seconded by Trustee Long. After a short discussion, the Motion passed with 3 votes in favor and 1 against.*
- 9.4 Employee Christmas Gift Cards: Trustee Jones reminded the Board that employees were given Amazon gift cards last year. *Trustee Mackey moved to give every employee a \$25 gift card for Christmas. The Motion was seconded by Trustee Williams and approved unanimously.*

**10. Next Meeting:** Monday, December 17, 2018 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 Mackey and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 7:05 p.m.

Recorded by Jayne Walker