



## Minutes of the Library Board Meeting, November 20, 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 November 20, 2023, was held at the CWPL in Cadillac, Michigan. Trustees present included Carol Blake, Lee Jones, Linda Kimbel, Lindsay Rumohr and William Swank. 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 5:30 p.m.
2. **Additions to the Agenda:** Director Tracy Logan added item 9.6 FOL Furniture Donation to New Business. Trustee Carol Blake added item 9.7 Director Evaluation to New Business. *Trustee Lee Jones moved to approve the Agenda of the November 20, 2023, Board Meeting as amended. The Motion was duly seconded by Trustee Carol Blake and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Lindsay Rumohr moved to approve the Minutes of the October 16, 2023, Board Meeting. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** Director Tracy Logan shared a thank you note from Boon Township for the help they received from the Library for the Boon Trunk or Treat.
6. **Director's Report:** Director Logan informed the Board that all employment positions have now been filled.
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 October, 2023. The Motion was duly seconded by Trustee William Swank and, after no further discussion, approved unanimously.*
  - 7.2 Budget Hearing: *Trustee Blake moved to enter into a Public Hearing for the 2024 Budget. The Motion was duly seconded by Trustee Jones and, with no further discussion, the Board entered into a Public Hearing for the 2024 Budget.*

Board Chair Linda Kimbel opened the floor to public comment. There was no public comment. After questions and discussion, the following Motion was

made: *Trustee Blake moved to approve the Proposed 2024 Budget as presented. Trustee Rumohr duly seconded the Motion and, with no further discussion, the 2024 Budget was approved unanimously.*

At this time a Motion was made to leave the Public Hearing: Trustee Rumohr moved to close the Public Hearing for the 2024 Budget. Trustee Jones duly seconded the Motion and, the Motion to leave the Public Hearing for the 2024 Budget was approved unanimously.

The Board returned to the November 20, 2023 Regular Meeting agenda.

## **8. Old Business:**

- 8.1 Roof Update: Director Logan reported that the new roof project was complete! However, there are some small cosmetic issues that Project Manager, Steve Steimel, will take care of.
- 8.2 Strategic Planning: Trustee Rumohr and Director Logan worked together to create a rough timeline. Director Rumohr requested that the Board meet outside of a Regular Meeting to talk about the process, set priorities and to brainstorm/approve questions for the community survey. It was the consensus of the Board to meet January 23<sup>rd</sup>, 2024, at 10:00 am in the CWPL Meeting Room. Director Logan is to add the meeting to the Library calendar. Staff member Monica DeLisle has joined the Planning Committee and will assist with the continuing efforts.

## **9. New Business:**

- 9.1 Trustee Training—Chapter 8: Trustee Blake led the discussion about Library facilities.
- 9.2 Naloxone Boxes: Director Logan informed the Board that the Health Department has offered to provide Naloxone boxes for each Library location. At the last Employee Training meeting, CWPL employees were trained how to recognize an overdose emergency and administer the drug. After some discussion, it was the Consensus of the Board to allow the Health Department to provide the Naloxone boxes for all locations. Director Logan stated that a new Policy will also be needed.
- 9.3 Holiday Schedule: *Trustee Jones moved to approve the 2024 Holiday Schedule as presented. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
- 9.4 Collection Development Policy Changes: At the recent American Library Association (ALA) conference that Director Logan attended, it was advised that each library create their own Collection Development Bill of Rights instead of copying the ALA Bill of Rights. After some discussion, it was the Consensus of the Board to move forward with changing the Collection Development Policy.
- 9.5 Twilight Bark Network: A non-profit organization that supports the local animal shelter has requested the use of the Library Meeting Room to host an on-site cat adoption event. Director Logan shared two issues: that to allow this would require the Library to break its policy of no pets allowed and it would also break

the policy of no monetary transactions other than that of the Library. After some discussion, it was the consensus of the Board to decline the request.

9.6 FOL Furniture Donation: The FOL of the CWPL has offered \$6,500 to the Library to purchase furniture for the Fiction Room. Director Logan had secured some quotes on different kinds of furniture from Oak Heirlooms. She shared that the study carrels would cost about \$6,500, but new tables, chairs and a new electric fireplace would also add up to that amount. After some discussion, it was the consensus of the Board to purchase the tables, chairs and fireplace.

**10. Next Meeting:** A Regular Meeting of the Board will be Thursday, December 14, 2023 at Lakeside Charlie's restaurant at 5:30 p.m.

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

Recorded by Jayne Walker