



## Minutes of the Library Board Meeting, December 14, 2023

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:50 p.m. on December 14, 2023, was held at Lakeside Charlie's restaurant in Cadillac, Michigan. Trustees present included Carol Blake, Lee Jones, Linda Kimbel, and Lindsay Rumohr. Trustee William Swank was absent. Also attending the Regular Meeting were Director Tracy Logan-Walker and CWPL employee Jayne Walker. Spouses Bryan Blake, Peggy Jones, Gordon Kimbel, Luke Rumohr, and Cory Walker were in also in attendance.

1. **Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 5:50 p.m.
2. **Additions to the Agenda:** *Trustee Lindsay Rumohr moved to approve the Agenda of the December 14, 2023, Board Meeting as presented. The Motion was duly seconded by Trustee Carol Blake and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Blake moved to approve the Minutes of the November 20, 2023, Board Meeting. The Motion was duly seconded by Trustee Lee Jones and, with no further discussion, approved unanimously.*
4. **Public Participation:** None
5. **Communications:** CWPL employee, Jayne Walker, read various notes from employees thanking the Board for the Christmas bonus Amazon cards. There was also a card from the employees thanking Trustee Jones for his many years of service. Director Logan also presented Trustee Jones with a letter of appreciation and a gift card from the Library Board.
6. **Director's Report:** Director Logan highlighted the \$200 gift to the Mesick Library for the "Under One Roof" program at that branch.
7. **Financial Reports/Current Bills:**
  - 7.1 Financial Reports/Current Bills: *Trustee Jones moved to approve the financial statements and disbursements, as per the check detail report, for November, 2023. The Motion was duly seconded by Trustee Blake and, after no further discussion, approved unanimously.*

**8. Old Business:**

- 8.1 Strategic Planning: Trustee Rumohr and Director Logan reminded the Board about the upcoming special meeting to be held on January 23<sup>rd</sup>, 2024, at 10:00 am in the CWPL Meeting Room.

**9. New Business:**

- 9.1 Oath of Office: Director Logan shared that an Oath of Office should be a common practice for Public Library Boards and the oaths are also required to be witnessed by a Notary Public. After a short discussion, it was the consensus of the Board to take the Oath of Office at the January 2024 Regular Meeting. Director Logan is to find a Notary Public to come and witness the oath taking.
- 9.2 New Board Member: Director Logan shared that the new Library Trustee, who will be taking the position vacated by Trustee Jones, will be Eric Seguin. After a short discussion regarding the Board's role in the orientation/training of a new member, Trustee Linda Kimbel volunteered to join Director Logan at Trustee Seguin's orientation/training meeting.

- 10. Next Meeting:** A Regular Meeting of the Board will be Monday January 15, 2023 at CWPL 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 Blake and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:17 p.m.

Recorded by Jayne Walker