



Minutes of the Library Board Meeting, December 16, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:35 p.m. on December 16, 2019, was held at the Raven Brewing & BBQ 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 5:35 p.m.
2. **Additions to the Agenda:** *Trustee Linda Kimbel moved to approve the agenda of the December 16, 2019 Board Meeting. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Sandy Bengelink moved to approve the Minutes of the November 18, 2019 Board Meeting. The Motion was duly seconded by Trustee Kimbel and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None
6. **Director's Report:** Director Logan shared that 675 people came to view the Reindeer—a really great turn out, but not a record. Trustee Long mentioned that the photos in the paper were very good.
7. **Financial Reports/Current Bills:**
 - 7.1 Financial Reports/Current Bills: *Trustee Long moved to approve the financial statements and the disbursements, as per the check detail report, for the month of November, 2019. The Motion was duly seconded by Trustee Lee Jones and, after no further discussion, approved unanimously.*
8. **Old Business:**
 - 8.1 Friends of the Library ("FOL"): Trustee Long mentioned the FOL Christmas party and highlighted some upcoming events including a book sale at the end of January.
 - 8.2 HVAC Update: Director Logan reported that Project Manager Steve Steimel feels that the contractors which were selected are good. They are hoping to start the project at the end of March. The project will last about two weeks and require the Library to be closed for 3-5 days. Director Logan also stated that the bids came in significantly under budget.

8.3 Rotary Grant: Director Logan reported that the Library was not chosen to be the recipient of the Rotary Grant. However, Director Logan said that she will now apply for a grant from the Rotary Charities Fund. Trustee Long thanked Director Logan for all her hard work in applying for the grant.

8.4 Memorial/Donation Wall: Director Logan reported that the FOL has agreed to fund the remaining balance needed to pay for the Donation Wall. After looking over three options, it was the consensus of the Board to choose Option #1 which had a lighter background making it easier to read the names of the donors. The entire project will cost a little over \$5,000. Chairman Brian Valice made a point to thank the Samardich family for their contributions and the FOL for the additional funding.

8.5 2020 Budget: Financial Coordinator, Jayne Walker, updated the Board on the changes which were made from the previous 2020 Budget Draft presented in November. *Trustee Kimbel moved to approve the 2020 Budget as presented which was seconded by Trustee Bengelink and, with no further discussion, approved unanimously.*

9. New Business:

9.1 Exemption from Public Act 152: *Trustee Jones moved to exempt the Library from the requirements of Public Act 152 of 2011 for the 2020 health insurance coverage year which was seconded by Trustee Long and, with no further discussion, approved unanimously.*

9.2 Holiday Bonus for Employees: It was the consensus of the Board to get a \$25 Amazon Gift card for each regular staff member in appreciation for being such great employees.

10. Next Meeting: Monday, February 17, 2020 at 5:30 p.m. in Cadillac (January's Meeting will be "On-Call").

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Jones to adjourn was duly seconded by Trustee Long and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:02 p.m.

Recorded by Jayne Walker