



Minutes of the Library Board Meeting, December 17, 2018

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library (“CWPL” or “Library”), commencing at 5:30 p.m. on December 17, 2018, was held at the CWPL in Cadillac, Michigan. Trustees present included Lee Jones, Vicki Long, Brian Valice, and Theresa Williams. Trustee Virginia Mackey was absent. Also attending the Regular Meeting were Director Tracy Logan-Walker and CWPL employee Jayne Walker.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:30 p.m.
2. **Additions to the Agenda:** *Trustee Theresa Williams moved to approve the agenda of the December 17, 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 November 19, 2018, Board Meeting. The Motion was duly seconded by Trustee Long and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** A letter from Baird, Cotter & Bishop, stating their intent to audit the Library the week of January 14th, 2019.
6. **Director’s Report:** Director Logan noted that there were over 600 people who came to the Reindeer event and Trustee Williams commented on the great newspaper coverage.
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 November 2018. The Motion was duly seconded by Trustee Williams and, after no further discussion, approved unanimously.*
8. **Old Business:**
 - 8.1 Friends of the Library (“FOL”): Trustee Long stated that there was nothing new to report at this time.
 - 8.2 HVAC Project Update: Director Logan expressed to the Board that she does not have the proper expertise to deal with the whole process of deciding what work needs to be done and soliciting proposals and bids from companies to do the work. She suggested that an experienced project manager be hired to help with that process. After some discussion, it was the consensus of the Board to have Director Logan speak to each of the individuals on the suggested list and report back to the Board with recommendations as to who to hire.
 - 8.3 Strategic Planning: After a short discussion, the following Motions were made: *Trustee Long moved to approve the Strategic Planning Timeline as presented. The*

Motion was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.

Trustee Jones moved to approve the Strategic Planning Budget as presented. The Motion was duly seconded by Trustee Long and, with no further discussion, approved unanimously.

- 8.4 **2019 Budget:** Mrs. Jayne Walker presented two budget proposals. Proposed Budget #1 included \$.25 per hour wage increase for employees and Budget #2 was without any across-the-board employee wage increase. Trustee Williams stated that she felt the Library should be conservative about any extra spending until the cost of the HVAC Project is determined. The Board continued to discuss the budget until the following Motion was made: *Trustee Jones moved to approve proposed Budget #1 which includes a \$.25 an hour employee wage increase. The Motion was duly seconded by Trustee Long. After further discussion, the Motion was approved with two votes in favor and one against.*

9. New Business

- 9.1 **New Board Member – Valerie Shultz:** Director Logan informed the Board that she had received notice from the Wexford County Clerk that Mrs. Valerie Shultz has been appointed to the CWPL Board of Trustees to start her five year term as of January 1, 2019. Director Logan also shared that she is preparing a welcome/orientation packet for Trustee Shultz.
- 9.2 **Non-Resident Library Card Policy:** Director Logan brought to the Board's attention that there are approximately 2,000 people utilizing CWPL services who are not tax paying, Wexford County residents. She also informed the Board that most libraries do charge a fee to non-residents for library services and that CWPL is one of the few who still do not. After discussion about what the impact might be on revenues and employee work-loads if fees were charged to non-residents, the following Motion was made: *Trustee Williams moved to adopt a policy (yet to be fully developed) to begin April 1st, 2019, that anyone who wishes to have a Library Card who is not a resident or landowner of Wexford County, can obtain a Library Card by paying an annual fee of \$25.00. The Motion was seconded by Trustee Long and, with no further discussion, approved unanimously.*

10. Next Meeting: Monday, January 21, 2019 in Cadillac at 5:30 p.m.

At this time, Trustee Williams was honored with cards, gifts, flowers and a standing ovation from her fellow Trustees for her many years of service on the Board. She thanked the Board and expressed that it has been her great pleasure to serve with them.

- 11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Williams to adjourn was duly seconded by Trustee Long and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:35 p.m.

Recorded by Jayne Walker