



Minutes of the Library Board Meeting, February 17, 2020

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:28 p.m. on February 17, 2020, was held at the CWPL 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 5:28 p.m.
2. **Additions to the Agenda:** *Trustee Vicki Long moved to approve the agenda of the February 17, 2020 Board Meeting. The Motion was duly seconded by Trustee Sandy Bengelink and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Linda Kimbel moved to approve the Minutes of the January 20, 2020 Board Meeting. The Motion was duly seconded by Trustee Lee Jones and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None.
6. **Director's Report:** Director Tracy Logan highlighted the Leadership Class Dinner and the Trustee Track Schedule at the up-coming Loleta Fyan Rural Libraries Conference.
7. **Financial Reports/Current Bills:**
 - 7.1 Financial Reports/Current Bills: *Trustee Bengelink moved to approve the financial statements and disbursements, as per the check detail report, for the month of January 2020. The Motion was duly seconded by Trustee Kimbel and, after no further discussion, approved unanimously.*
 - 7.2 **Budget Amendment for HVAC Project:** Director Logan explained to the Board that it was necessary to amend the budget for the expected cost for the HVAC project now that the contracts have been signed. *Trustee Long moved to amend the 2020 Budget by adding \$115,000 to the Cadillac Capital Outlay-HVAC expense account to be paid from the Fund Balance Assigned for Improvements. The Motion was duly seconded by Trustee Kimbel and, with no further discussion, approved unanimously.*

8. Old Business:

- 8.1 Friends of the Library ("FOL"): Trustee Long handed out the FOL Agenda for the February 21, 2020, meeting and mentioned that a group from the FOL were planning to attend the upcoming Leadership Class Dinner.
- 8.2 HVAC Update: Director Logan shared with the Board that she and Financial Coordinator, Jayne Walker, had figured out the cash flow for the bills that will come in March and April.
- 8.3 Rotary Charities Grant: Director Logan reported that to apply for the grant would require more specific information. She suggested that, with the approval of the Board, she would speak to Steve Steimel about what project management would entail. After some discussion about the new roof, it was the Board's consensus to have Director Logan go forward with getting more information.
- 8.4 Memorial/Donation Wall: Director Logan informed the Board that the plaque has been ordered, it will arrive late March or early April, and she has someone already lined up to install it.
- 8.5 Sick Time Sharing Policy: The Board discussed adding some additional language to the policy. Director Logan will update the policy for the Board to approve at next month's meeting.
- 8.6 Trustee By-Laws: After some discussion, Trustee Long proposed that she send each Board member a copy of what she had drawn up so they could look it over, make notes, and come prepared for discussion next month.
- 8.7 Strategic Planning Update: Director Logan gave a quick overview of the Strategic Planning process and proceeded to go over each of the six chosen service priorities and what the Library is doing in each of those areas to achieve better services. Trustee Kimbel expressed that Director Logan was really "on top" of the Strategic Planning. Director Logan responded by expressing her appreciation for the community partners that had participated. Chairman Valice asked if those partners have been updated on the progress and Director Logan stated that she would be doing that next.

9. New Business:

- 9.1 Mesick Branch Bathroom Maintenance: Director Logan informed the Board that Springville Township is asking CWPL to pay 50% (currently \$50) a month toward the cost of the shared bathroom cleaning and maintenance. Director Logan also informed the Board that doing so would require an amendment to the lease agreement between CWPL and the Springville Township because the lease states that Springville will bear the all the cost of bathroom maintenance. After some discussion, Commissioner Ben Townsend suggested that this request be tabled to the next meeting while he discuss the matter further with the Springville Township Board. The Board agreed.

9.2 Manton School District Students & New Card Policy: Director Logan shared that at a recent Manton Rotary Club meeting, a Rotary member expressed a concern regarding students who attend Manton schools but live in Missaukee County. The concern is that students from Missaukee County cannot get a Manton Library card unless they pay the \$25.00 non-resident fee and that this could be a hardship for some students and families. The Manton Rotary Club would like to help those Manton School District students who cannot afford the fee by paying it for them. Director Logan suggested a procedure whereby those out-of-county students would be granted a Library card (after showing proper student ID) and then the Manton Rotary would be invoiced each month for the number of children who obtained cards. It was the consensus of the Board to go forward with the procedure.

9.3 Board of Trustees Election of Officers: As per the By-Laws Article IV Section 2, the Board held election of officers:

Trustee Long moved to nominate Trustee Valice to be Chairperson, Trustee Bengelink to be Vice-Chairperson, Trustee Jones to be Treasurer, and Trustee Kimbel to be Secretary. The Motion was duly seconded by Trustee Bengelink and, after no further discussion, approved unanimously.

10. Next Meeting: Monday, March 16, 2020 at 5:30 p.m. in Cadillac.

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Kimbel to adjourn was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:38 p.m.

Recorded by Jayne Walker