Minutes of the Library Board Meeting, February 18, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:31 p.m. on February 18, 2019, was held at the CWPL in Cadillac, Michigan. Trustees present included Kathy Cline, Lee Jones, Vicki Long, Brian Valice, and Valerie Shultz (via phone). Also attending the Regular Meeting were: Director Tracy Logan-Walker; CWPL employee Jayne Walker; Wexford County Commissioner Ben Townsend; and Gordon and Linda Kimbel from the Friends of the Manton Library ("FOML").

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:31 p.m.

2. **Additions to the Agenda:** Trustee Vicki Long suggested that Item #8.2 Manton Branch Update and Item #8.3 Mesick Branch Update be addressed as Item #2.1 and Item #2.2 respectively. **Trustee Lee Jones moved to approve the agenda of the February 18, 2018 Board Meeting as amended. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.**

   2.1 **Manton Branch Update:** Mrs. Linda Kimbel updated the Board on the progress of the new Manton Library facility. She provided a fundraising summary sheet showing cash in bank, pledges of cash, and pledges of in-kind labor adding up to approximately 61% of the $500,000 goal. She also showed the newly updated schematic floor plan and informed the Board that the FOML have applied for and received a Federal Employer Identification Number ("EIN") from the Internal Revenue Service ("IRS") as a 501(c)(3) organization. Ms. Kimbel stated that the FOML is waiting for approval of 501(c)(3) status by the IRS. Director Logan mentioned that the group had made amazing progress in just one year. The Board agreed it was a good report.

   2.2 **Mesick Branch Update:** Commissioner Ben Townsend updated the Board on the renovation of the building that will house the Mesick Library. He informed the Board that, after receiving six contract bids, the Springfield Township Board would be voting to select a contractor at its meeting later the same evening. Mr. Townsend gave a brief update on the fundraising for the Mesick Library project, and said they are hoping to start the tear-down in May with the goal of being done with the internal renovations by November 1, 2019.

3. **Minutes:** **Trustee Long moved to approve the Minutes of the January 21, 2019, Board Meeting. The Motion was duly seconded by Trustee Kathy Cline and, with no further discussion, approved unanimously.**

4. **Public Participation:** None.

5. **Communications:** None.
6. **Director’s Report:** Director Logan added that the Library has received donations totaling over $500 in memory of Don Samardich and that his family would like to see the Library use that money to purchase something visible. Director Logan suggested creating a donor recognition wall. The Board liked the idea and asked Director Logan to pursue the matter further.

7. **Financial Reports/Current Bills:**
   7.1 **Financial Reports/Current Bills:** Trustee Cline moved to approve the financial statements and the disbursements, as per the check detail report, for the month of January 2019. The Motion was duly seconded by Trustee Long and, after no further discussion, approved unanimously.
   7.2 **2018 Audit:** Mrs. Jayne Walker handed out copies of the 2018 Report on Financial Statements prepared by Baird, Cotter & Bishop, p.c., and noted the $19,843 reduction in Fund Balance on page 16 of the report. Director Logan shared that the Audit went very smoothly and quickly this year.

8. **Old Business:**
   8.1 **Friends of the Library (“FOL”):** Trustee Long handed out copies of the agenda for the February 19, 2019, meeting of the FOL and highlighted some of the upcoming events.
   8.2 **HVAC Project Update:** Director Logan reported that she had met with Steve Steimel and Doug Radtke of Nealis Engineering who looked over the HVAC system and building plans and discussed the heating and cooling issues. Ms. Logan said they will analyze the data and make recommendations to the Board. She stated that these recommendations will each come with a rough estimate of cost. Upon receiving the recommendations, the Board can choose from the options presented and have a rough idea regarding what the cost will be. These recommendations will also come with a rough time-line. Director Logan informed the Board that the repairs may cause inconvenience to patrons and employees which may result in either paying extra for work done during off hours or temporarily closing the Library. Overall, however, Director Logan stated that she feels good about the project – that it is on the right track moving forward and in the hands of experts.
   8.3 **Strategic Planning:** Director Logan requested that Trustees Jones and Valice email her their top picks for the Community Planning Committee (“CPC”) potential members. Upon receiving their top picks, she will send the list to each of the Trustees so that it can be officially approved at the March meeting. Trustee Long asked if the budget, which has already been approved, would need to be increased if more people were added to the CPC. Director Logan responded that it might, but it is too soon to tell.
   8.4 **Out of Area Cards:** Director Logan informed the Board that it would not be fair to ask Grand Traverse County patrons to pay for cards because the Buckley Library is located in the Buckley School, partially funded by the Buckley School system, and one half of the school’s students are from Grand Traverse County. She also related that Tustin Library, which is a “Contract Library” sends CWPL its Tax and Penal Fine income and so it would not be appropriate to ask patrons living in those townships to
pay for cards. She also stated that the relationship with Tustin as a Contract Library is not well defined and she would like to get more information before moving forward. She plans to contact the Library of Michigan’s Legal Department for guidance and a recommendation.

8.5 **Trustee By-Laws:** Trustee Long handed out copies of a rough draft that she had prepared. The Board discussed some of the points needing to be changed. No decisions were made at this time. Trustee Jones brought up the need to have the Trustee’s terms staggered – currently there are two Trustees whose terms are scheduled to end in 2020. Mr. Townsend volunteered to check with County Clerk, Elaine Richardson, regarding Trustee Kathy Cline’s end of term, which should have been 2022 instead of 2020.

9. **New Business**

9.1 **Election of Officers:** As per the By-Laws Article IV Section 2, the Board held election of officers. Trustee Jones moved to nominate Trustee Valice to be Chairperson which was duly seconded by Trustee Long and after no further discussion, approved unanimously. Trustee Long moved to nominate Trustee Jones to be Vice-Chairperson which was duly seconded by Trustee Valice and after no further discussion, approved unanimously. Trustee Jones moved to nominate Trustee Long to be Treasurer which was duly seconded by Trustee Valice and after no further discussion, approved unanimously. Trustee Cline moved to nominate Trustee Shultz to be Secretary which was duly seconded by Trustee Valice and after no further discussion, approved unanimously.

10. **Next Meeting:** Monday, March 18, 2019 in Cadillac at 5:30 p.m.

11. **Adjournment:** There being no further business before the Board, a *Motion by Trustee Long to adjourn was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:46 p.m.

Recorded by Jayne Walker