



### Minutes of the Library Board Meeting, March 17, 2025

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:35 p.m. on March 17, 2025, was held at CWPL in Cadillac, Michigan. Trustees present included Carol Blake, Linda Kimbel, Lindsay Rumohr, Eric Seguin and William Swank. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee Jayne Walker; and Wexford County Commissioner Sandy Bengelink.

1. **Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 5:35 p.m.
2. **Additions to the Agenda:** Director Logan added 9.5 Global Amateur Radio Day and 9.6 Manton Library Book Drop to New Business. *Trustee Lindsay Rumohr moved to approved the agenda for the March 17, 2025 Board Meeting as amended. 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 January 20, 2025 Board Meeting. The Motion was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.*
4. **Public Participation:** None
5. **Communications:** None
6. **Director's Report:** Director Logan commented that tonight would be the first "Silent Reading Book Club" Adult program at Oak Heirlooms.
7. **Financial Reports/Current Bills:**
  - 7.1 Financial Reports/Current Bills: *Trustee Eric Seguin moved to approve the financial statements and disbursements, as per the check detail reports, for January and February, 2025. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
  - 7.2 Federal Money and Libraries: Director Logan informed the Board of President Trump's plans to defund the Institute of Museum and Library Services (IMLS). There was some discussion about what might happen if funding from the IMLS is cut off from the State of Michigan which uses those funds for the Michigan Electronic Library (MeL.org) programs and the very popular Michigan Electronic Library Catalog (MeLCat) program. Future Federal cuts could also affect E-Rate discounts administered through the Universal Service Administrative Company (USAC) which refunds the Library's internet costs by 90%.
  - 7.3 Audit Reports: The Board Members were given copies of the 2024 Financial Statements as prepared by UHY. Financial Coordinator, Jayne Walker, pointed out the positive

March 17, 2025

Unapproved

changes in the Fund Balance and Pension Liability. She encouraged the members to look over the report and contact her if they had questions.

## **8. Old Business:**

- 8.1 Strategic Planning: Director Logan stated that the Learning Report is ready to submit to the Committee and they will meet soon to talk about it.

## **9. New Business:**

- 9.1 Manton Lease: Director Logan presented two lease agreement versions for the Board to consider. After some discussion and suggested changes, it was the consensus of the Board to submit Version #2, as amended, to the City of Manton for their consideration.
- 9.2 Staff Security Policy: Director Logan shared the need for this new policy in view of the increasing threat of cyber-attacks. After a short discussion, the following Motion was made: *Trustee Blake moved to approve the Staff Security Policy as presented. The Motion was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.*
- 9.3 Personal Information Storage & Software Usage Policy: Similar to the above new policy, this policy will also strengthen the Library's cyber-security position. After some discussion and additions, the following Motion was made: *Trustee Rumohr moved to approve the Personal Information Storage & Software Usage Policy as amended. The Motion was duly seconded by Trustee Blake and, with now further discussion, approved unanimously.*
- 9.4 Retention and Destruction of Technology Equipment Procedure: Director Logan explained that being a procedure and not a policy, this document is simply meant to inform the Board of how technology equipment is disposed of securely.
- 9.5 Global Amateur Radio Day Event: Director Logan shared about a request to have an event by the Wexaukee Amateur Radio Club on the lawn of the Library on April 19, 2025. Because it is not inside the Library, the event would need to be Co-Sponsored by the Library per Library policy. Director Logan felt that this type of event would be informative and that she would like to approve the request. After a short discussion, it was the Consensus of the Board to allow the event to take place on the Library lawn.
- 9.6 Manton Book Drop: Director Logan sought the approval of the Board to purchase a drive-up book drop for the new Manton Library facility. The funds to pay for it would be drawn from the Manton Library Checking Account. After a short discussion, the following Motion was made: *Trustee William Swank moved to approve spending up to \$6,500 on a drive-up book drop for the Manton Library to be funded from the Manton Library checking account. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*

10. **Next Meeting**: The next Regular Meeting of the Board will be Monday, April 21, 2025 at the Cadillac Library in Cadillac, Michigan at 5:30 p.m.

11. **Adjournment**: There being no further business before the Board, a *Motion by Trustee Rumohr to adjourn was duly seconded by Trustee Blake and approved unanimously.* The Regular Meeting was adjourned at 6:25 p.m.

Recorded by Jayne Walker