Minutes of the Library Board Meeting, March 18, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:34 p.m. on March 18, 2019, was held at the CWPL in Cadillac, Michigan. Trustees present included Kathy Cline, Lee Jones, Vicki Long, and Brian Valice. Trustee Valerie Shultz was absent. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee Jayne Walker; Wexford County Commissioner Ben Townsend; and Wexford County Administrator Janet Koch.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:34 p.m.

2. **Additions to the Agenda:** Trustee Vicki Long moved to approve the agenda of the March 18, 2019 Board Meeting as presented. The Motion was duly seconded by Trustee Kathy Cline and, with no further discussion, approved unanimously.

3. **Minutes:** Trustee Lee Jones moved to approve the Minutes of the February 18, 2019, Board Meeting. The Motion was duly seconded by Trustee Cline and, with no further discussion, approved unanimously.

4. **Public Participation:** None.

5. **Communications:** Director Tracy Logan handed out copies of a budgetary report from Tremco Roofing & Building Maintenance for replacing the Library’s roof. Director Logan stated that the roof will need to be replaced in three to five years and the information provided by Tremco will help the Board make informed decisions in the future. Director Logan also passed around a letter from the County Administrator’s office stating that Trustee Cline’s term of service has been extended to the year 2022.

6. **Director’s Report:** Director Logan mentioned that she will be contacting the Samardich family regarding their opinions about the options available for a donor recognition wall. She then shared, using graphs on the smart board, 2018 statistical data regarding circulation, collection usage, program attendance and Library visits.

7. **Financial Reports/Current Bills:** Trustee Jones moved to approve the financial statements and the disbursements, as per the check detail report, for the month of February 2019. The Motion was duly seconded by Trustee Cline and, with no further discussion, approved unanimously.

8. **Old Business:**

   8.1 **Friends of the Library ("FOL"):** Trustee Long handed out copies of the agenda for the March 19, 2019, meeting and highlighted some of the upcoming spring programs. She also mentioned that the FOL is very close to collecting the number of Spartan receipts needed to earn $1,000 for the new Manton library facility.
8.2 **HVAC Project—Nealis Proposal:** After a brief discussion, Trustee Long moved to accept the Nealis Engineering proposal for an assessment of the mechanical HVAC system installation for the Library for $2,500 plus additional services not to exceed a combined total cost of $3,000. The Motion was seconded by Trustee Cline and, after no further discussion, approved unanimously.

8.3 **Strategic Planning—Finalize Community Planning Committee (“CPC”) Invitations:** Trustee Jones moved to approve both the round one and round two list of names to invite to be on the CPC. The Motion was seconded by Trustee Long and, with no further discussion, approved unanimously. Next, the Board members discussed which individuals they would invite personally. Director Logan provided a fact sheet to help the Board members answer questions. She also stressed that she needed the invitation responses from round one, whether yes or no, by March 25th.

8.4 **Trustee By-Laws:** The consensus of the Board was to table this item for next month’s meeting.

9. **New Business**

9.1 **Branch Division of Responsibilities Agreement:** Director Logan handed out copies of two documents, one each for the Mesick and Manton Libraries, outlining various expenses and proposing which party would be responsible—Springville Township, City of Manton, or CWPL. She expressed that with the coming of the new facilities, it would be wise to start a discussion between the parties as to who would be responsible for the various necessities. She requested that the Board members look over the documents and come prepared to discuss and make changes next month. Eventually the approved proposals would be sent to Springville Township and the City of Manton with the goal that a “Memorandum of Understanding” would be developed.

10. **Next Meeting:** Monday, April 15, 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 6:26 p.m.

Recorded by Jayne Walker