



## Minutes of the Library Board Meeting, March 18, 2024

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:30 p.m. on March 18, 2024 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; Wexford County Commissioner Ben Townsend and Notary Public Mallory Brems.

1. **Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 5:30 p.m.
2. **Additions to the Agenda:** *Trustee Carol Blake moved to approve the Agenda of the March 18, 2024, Board Meeting as presented. The Motion was duly seconded by Trustee Eric Seguin and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Blake moved to approve the Minutes of the January 15, 2024, Board Meeting. The Motion was duly seconded by Trustee Seguin and, with no further discussion, approved unanimously.*
4. **Public Participation:** None
5. **Communications:** A Thank you card from the CWPL Staff to the Board.
6. **Director's Report:** Director Logan shared that over 40 authors have signed up to take part in the Local Authors Book Fair on April 13 which the Library is co-sponsoring with the Friends of the Library (FOL) and Horizon Bookstore. She also mentioned that with the help of the FOL, the Library will be getting almost 2,000 eclipse glasses to hand out to schools and to the public for use during the upcoming solar eclipse on April 8, 2024.

Chairperson Linda Kimbel gave an update on the new Manton Library project. She shared that the site plan had been approved by the Friends of the Manton Library committee and is now waiting to be approved by the Manton City Commissioners. Once it is approved by the Commissioners, the existing facility on the property can be torn down and the building of a new facility can begin.

### 7. Financial Reports/Current Bills:

- 7.1 **Financial Reports/Current Bills:** *Trustee William Swank moved to approve the financial statements and disbursements, as per the check detail reports, for January and February, 2024. The Motion was duly seconded by Trustee Lindsay Rumohr and, after no further discussion, approved unanimously.*

7.2 Budget Amendment: *Trustee Blake moved to amend the 2024 Budget by adding \$35,000 to the Capital Outlay-Pods expense account to be paid from the Unassigned portion of the Fund Balance. The Motion was duly seconded by Trustee Rumohr and, after no further discussion, approved unanimously.*

## **8. Old Business:**

8.1 Strategic Planning: Director Logan informed the Board that Board and Staff surveys will go out tomorrow. She shared that it will take about 20 minutes to complete and should be returned within a week.

8.2 Oath of Office: Notary Public, Mallory Brems, collected Board Member's signed Oath of Office documents and verified their identities. Then the Board Members stood and recited the Oath of Office and Ms. Brems notarized their individual documents.

## **9. New Business:**

9.1 Opioid Antagonist Policy: Director Logan noted one small change on the policy. After a short discussion the following Motion was made:  
*Trustee Blake moved to approve the Opioid Antagonist Policy as amended. The Motion was duly seconded by Trustee Seguin and, with no further discussion, approved unanimously.*

9.2 Year in Review: Director Logan highlighted the fact that she sent the document to 65 entities including government representatives, local organizations and businesses. She also noted that the 77% increase in information requests indicates that the staff are spending a great deal of time helping patrons.

9.3 Tustin Vacation Hours: Director Logan explained that, prior to the new agreement, Tustin had allowed Tustin employee Sandie Leach to accrue her unused vacation time. Even though Ms. Leach is no longer accruing unused vacation hours, she was allowed to keep the hours she had accrued. This exception has been causing problems with the payroll service's software. UHY employee, Laura Dunlap, suggested that CWPL pay-out the extra vacation hours so that Ms. Leach's vacation hours would be accounted for in the same way as the other CWPL employees.

*Trustee Rumohr moved to pay Sandra Leach her accrued vacation pay in excess of 160 hours. The Motion was duly seconded by Trustee Swank and, with no further discussion, approved unanimously.*

9.4 Trustee Training—Chapter 10 "The Director": Trustee Swank led a discussion based on the Director's responsibilities as outlined in the CWPL By-Laws and in the Library Trustees Handbook. Chairperson, Linda Kimbel, commented that the Board was "blessed" to have Tracy Logan as its Director and noted her "dedication" to the Library. Trustee Blake volunteered to lead the discussion on Chapter 11 at next month's Meeting.

9.5 Library Bill of Rights: Director Logan shared that the Library's Attorney, Anne Seuryneck, had recommended that libraries write their own Library Bill of Rights rather than using the American Library Association's policy. Director Logan presented a new policy for consideration. After a short discussion, *Trustee Swank moved to approve the new CWPL Library Bill of Rights as presented. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*

**10. Next Meeting:** A Regular Meeting of the Board will be Monday, April 15, 2024 at CWPL 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, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:15 p.m.

Recorded by Jayne Walker