



## Minutes of the Library Board Meeting, March 20, 2023

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 20, 2023, was held at the CWPL in Cadillac, Michigan. Trustees present included Carol Blake, Lee Jones, Linda Kimbel, Lindsay Rumohr and William Swank. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee Jayne Walker; and Wexford County Commissioner Ben Townsend. Public Participants, James and Laura Lawrence, attended the meeting as well.

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 20, 2023, Board Meeting as presented. The Motion was duly seconded by Trustee Lindsay Rumohr and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Lee Jones moved to approve the Minutes of the March 6, 2023, Board Meeting. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
4. **Public Participation:** Mr. James Lawrence came to speak out about intellectual freedom and the importance of a good public library. He commended the CWPL for its well-thought-out collection policy and commented that the Library is a point of pride in the Cadillac community. He also expressed that the Library Board is doing a good job and is handling its civic leadership responsibly.
5. **Communications:** Director Logan shared her response to an email from a patron requesting that out-of-county fees be waived for Senior Citizens. After a short discussion, it was the consensus of the Board that the current policy remain as is.
6. **Director's Report:** Director Logan commented that she would have computer usage data available again at the next Board Meeting. She went on to inform the Board that Amanda Zimmerman, has been hired as the new IT Manager starting April 3, 2023.
7. **Financial Reports/Current Bills:**
  - 7.1 Financial Reports/Current Bills: *Trustee Blake moved to approve the financial statements and disbursements, as per the check detail report, for February, 2023. The Motion was duly seconded by Trustee Rumohr and, after no further discussion, approved unanimously.*
  - 7.2 Library Audit 2022: Financial Coordinator, Jayne Walker, provided the spiral bound Report on Financial Statements for the year ended 2022 prepared by the Library's accountants, Baird, Cotter, & Bishop, P.C. She pointed out the amount of net income over expenditures, the fund balance details, and the amount of the Library's net pension liability.

## 8. Old Business:

- 8.1 Roof Update: Steve Steimel, Project Manager, submitted the Library's approval of Bloxom Roofing's bid. He reported to Director Logan that the Library is on Bloxom's schedule to replace the roof late summer.

## 9. New Business:

- 9.1 Trustee Training—Chapter 2: Trustee Rumohr led the Board in discussion of the checklist at the end of Chapter 2 having to do with by-laws. After some discussion, it was the consensus of the Board to have Director Logan contact the Library's lawyer about some potential updates to the by-laws.
- 9.2 Election of Officers: As per the By-Laws Article IV Section2, the Board held elections of officers. The following Motions were made:  
*Trustee Jones moved to nominate Trustee Linda Kimbel to be Chairperson which was duly seconded by Trustee Rumohr and, after no further discussion, approved unanimously.*  
*Trustee William Swank moved to nominate Trustee Blake to be Vice-Chairperson which was duly seconded by Trustee Rumohr and, after no further discussion, approved unanimously.*  
*Trustee Blake moved to nominate Trustee Rumohr to be Secretary which was duly seconded by Trustee Jones and, after no further discussion, approved unanimously.*  
*Trustee Swank moved to nominate Trustee Jones to be Treasurer which was duly seconded by Trustee Blake and, after no further discussion, approved unanimously.*
- 9.3 Friends of the Cadillac Library (FOL) Memo of Understanding (MOU): Director Logan explained that it would be a good idea to review this MOU with the FOL since it was first drafted in 2015. After a short discussion, the following Motion was made: *Trustee Blake moved to approve again the FOL MOU as written. Trustee Jones seconded the Motion and, with no further discussion, approved unanimously.* Chairperson Kimbel and Secretary Rumohr also re-signed the document.
- 9.4 Mesick Library Parking Lot Maintenance: Director Logan informed the Board about the need to have the Mesick Library's parking lot salted as well as plowed for the safety of the Library patrons. After consulting the Library's lawyer about the Mesick Lease Agreement, Director Logan recommended opening a dialogue with Springville Township on the matter. Director Logan provided a draft of correspondence to Springville Township for the Board's consideration. After discussion, it was the consensus of the Board to have Director Logan send the letter to the Springville Township requesting that the Township provide the necessary parking lot maintenance.

**10. Next Meeting:** A Regular Meeting of the Board will be Monday, April 17, 2023 in Cadillac at 5:30 p.m.

**11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Blake to adjourn was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:30 p.m.

Recorded by Jayne Walker