Minutes of the Library Board Meeting, April 15, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:32 p.m. on April 15, 2019, was held at the CWPL in Cadillac, Michigan. Trustees present included Kathy Cline, Lee Jones, Vicki Long, Valerie Shultz, and Brian Valice. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee Jayne Walker; and Wexford County Commissioner Ben Townsend.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:32 p.m.

2. **Additions to the Agenda:** Trustee Valerie Schultz moved to approve the agenda of the April 15, 2019 Board Meeting as presented. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.

3. **Minutes:** Trustee Lee Jones moved to approve the Minutes of the March 18, 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:** Director Tracy Logan shared a note from a patron thanking Reference Librarian, April Liedeke, for her excellent genealogy assistance. Director Logan also asked for the Board’s thoughts regarding a request by the Seventh Day Adventist Church to use the large meeting room to distribute packaged meals. After some discussion about the Library’s policy forbidding meals to be served in the meeting room, it was the consensus of the Board not to grant the request.

6. **Director’s Report:** Director Logan confirmed that author Elizabeth Berg is coming to the Library to give a talk and sign books on August 6, 2019. Director Logan also shared that she is “talking quotes” with regard to the Apollo circulation system software. Chairman Brian Valice asked if the Oasis displays were in line with Library policy to which Director Logan replied “yes”. Ben Townsend commented on the work being done on the new Mesick Library and Director Logan commented on the $5,000 grant from the Forest Area Credit Union that was recently given to the new Manton Library project.

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

   Trustee Shultz asked about the Net Pension Liability listed in the 2018 Financial Statements and how that is being handled. Financial Coordinator, Jayne Walker, responded that monthly payments are adjusted every year by the Municipal Employees’ Retirement System of Michigan ("MERS") to contribute towards the unfunded liability.
8. **Old Business:**

8.1 **Friends of the Library ("FOL"):** Trustee Long handed out copies of the agenda for the April 16, 2019, meeting and highlighted some of the upcoming spring programs.

8.2 **HVAC Project:** Director Logan related the engineer from Nealis had spent several hours last week surveying the premises, taking notes and pictures from which they will work on the specifications and proposal. The Nealis people also had indicated to her that the existing duct work and zoning are in good shape.

8.3 **Strategic Planning:** Director Logan reported that she has received eleven “yes” responses from individuals invited to be on the Community Planning Committee (“CPC”). She needs at least one more “yes”, but would prefer four more and is waiting to hear back from some people who have not responded. She commented that that the CPC information packets are almost ready and will be sent out to CPC members and to Board Members as well. The first CPC meeting will be May 4 from 1-6 pm.

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

8.5 **Branch Division of Responsibilities Agreement:** After some discussion, it was the consensus of the Board to begin discussion with the Springville Township Board and the City of Manton Board over the terms presented in the division of responsibilities documents. Director Logan will contact the appropriate people.

8.6 **Out of Area Library Cards:** Director Logan presented a draft of a “Library Account Policy” that outlined Library Card eligibility and the new $25.00 fee for those Out of Area card holders. After some discussion, Trustee Long moved to adopt the Library Account Policy as presented. The Motion was duly seconded by Trustee Jones, and after no further discussion, approved unanimously. Director Logan informed the Board that the policy would go into effect on May 1st for all new card holders and then, on June 1st, all existing Out of Area card holders would be notified that they need to pay the $25.00 fee or cancel their card by December 31, 2019. She is also preparing the staff to answer questions and accept feedback from Library patrons.

9. **New Business**

9.1 **Donation Wall:** Director Logan reported on the progress of finding a suitable donor recognition display. After a short discussion, it was the consensus of the Board to locate the display on the entry hall wall outside the Large Meeting room.

9.2 **Insurance Coverage:** Director Logan explained that the current liability coverage constricts programming and she is looking into other possibilities and options which she plans to bring to the Board for consideration in a few months.

10. **Next Meeting:** Monday, May 20, 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 6:25 p.m.

Recorded by Jayne Walker