



## Minutes of the Library Board Meeting, April 15, 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 April 15, 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; and Wexford County Commissioner Ben Townsend.

1. **Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 5:30 p.m.
2. **Additions to the Agenda:** Director Tracy Logan added Item # 8.2 Mesick Branch Update to Old Business. *Trustee Lindsay Rumohr moved to approve the Agenda of the April 15, 2024, Board Meeting as amended. The Motion was duly seconded by Trustee Carol Blake and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Eric Seguin moved to approve the Minutes of the March 18, 2024, Board Meeting. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
4. **Public Participation:** None
5. **Communications:** The Board enjoyed receiving a very nice note from David Roderick expressing his appreciation for the help he received from Manton Library employee Casey Willett.
6. **Director's Report:** Director Logan mentioned that the Reference Desk staff have been tracking requests for help and have determined that they are indeed getting more requests and that these requests are requiring more of the staff's time. Currently, there is no plan to make any changes, but staff will continue tracking requests. Director Logan also drew the Board's attention to the new folding chairs in the large meeting room which were gifted from a generous individual.

Manton FOL Update: Chairperson Linda Kimbel shared that work should begin at the new Manton Library site by July 15.

### 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 reports, for March, 2024. The Motion was duly seconded by Trustee William Swank and, after no further discussion, approved unanimously.*

- 7.2 2023 Audit Report: Financial Coordinator, Jayne Walker, presented the 2023 Financial Statements to the Board. She highlighted the Balance Sheet, the Statement of Revenues Expenditures and Changes in Fund Balance, and the Schedule of Changes in Employer's Net Pension Liability.
- 7.3 Fund Balance Adjustment for Sick & Vacation: Mrs. Walker explained that the Board should adjust the CWPL Fund Balance account "Assigned for Sick & Vacation" to an amount that more closely reflects the actual liability of \$47,583. Derek Graham, CWPL's Accountant at UHY, suggested a figure of \$55,000 be kept in that Fund Balance account.
- Trustee Swank moved to adjust the Assigned for Sick & Vacation to an amount of \$55,000 by moving \$10,250 from that account to the Unassigned portion of the Fund Balance. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*

## **8. Old Business:**

- 8.1 Strategic Planning: Director Logan related that she had received all but one of the Board members surveys. She also stated she would send an email with information regarding the next Strategic Planning meeting.
- 8.2 Mesick Branch Update: Director Logan informed the Board that she had met with some officials of the Springville Township Board. The meeting was mainly about three things:
- 1) They informed her that CWPL's request for a copy of the key to get into the room where the internet equipment is stored was declined. But stated that several people from the Township would be available to come and open the door if needed.
  - 2) Director Logan, the Springville Township Supervisor and the Mesick Historical Museum President will meet about access to the small meeting room.
  - 3) And, they informed her that Springville Township will not take on the responsibility of salting the parking lot. At this, there was considerable discussion by the Board about the legal and liability issues regarding maintenance of the parking lot.

## **9. New Business:**

- 9.1 Automatic Clearing House (ACH) Payment Resolution: Director Logan explained the need to replace a previous resolution with a new, updated resolution. *Trustee Rumohr moved to approve the Automatic Clearing House (ACH) Resolution as corrected for grammatical errors. The Motion was seconded by Trustee Sequin and, with no further discussion, approved unanimously.* Secretary Rumohr will sign the Resolution after the corrections have been made.
- 9.2 Trustee Training—Chapter 11 "Friends of the Library": Trustee Blake led the Board in a discussion about Friends of the Library (FOL). Director Logan also added the importance of a "Memo of Understanding" (MOU) between the Library and the FOL. She also informed the Board to that the CWPL FOL meets on the third Tuesday of every month should they want to attend. Trustee Sequin volunteered to lead the discussion on Chapter 12 at next month's Meeting.

**10. Next Meeting:** A Regular Meeting of the Board will be Monday, May 20, 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 6:20 p.m.

Recorded by Jayne Walker