



## Minutes of the Library Board Meeting, April 20, 2020

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:34 p.m. on April 20, 2020, was held virtually via the internet on Zoom. Trustees present included Sandy Bengelink, Lee Jones, Linda Kimbel, Vicki Long, and Brian Valice. Also attending the Regular Meeting were: Director Tracy Logan-Walker; CWPL employee Jayne Walker; and Wexford County Commissioner Ben Townsend. Employees Lindsey Torkko and April Liedeke observed on-line as well.

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 Linda Kimbel requested "Manton Library Fund Update" be added under New Business as Item #9.2 *Trustee Lee Jones moved to approve the amended agenda of the April 20, 2020 Board Meeting. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, the Motion was approved unanimously.*
3. **Minutes:** *Trustee Kimbel moved to approve the Minutes of the February 17, 2020 Board Meeting. The Motion was duly seconded by Trustee Sandy Bengelink and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** Director Tracy Logan apprised the Board of a letter from Foster, Swift, Collins, & Smith, P.C. informing the Library Board that the hourly rate for their legal services has increased from \$200.00 an hour to \$210.00 an hour.
6. **Director's Report:** Director Logan shared her excitement that the Library had surpassed 10,000 in program attendance for the year 2019. Chairman Brian Valice was pleased that the CWPL's web site on local resources for COVID-19 was recognized by the Library of Michigan as an excellent example of community information sharing. Trustee Jones started a discussion about what could be done to recognize Deb Stanton's years of service in view of her resignation and it was the consensus of the Board to produce a certificate of appreciation that would be suitable for framing since a reception would not be feasible under the current restrictions due to COVID-19.
7. **Financial Reports/Current Bills:**
  - 7.1 Financial Reports/Current Bills: *Trustee Long moved to approve the financial statements and disbursements, as per the check detail report, for the months of*

*February and March, 2020. The Motion was duly seconded by Trustee Jones and, after no further discussion, approved unanimously.*

## **8. Old Business:**

- 8.1 Friends of the Library (“FOL”): Trustee Long stated that there was not a meeting in March and that April’s meeting and book sale have also been cancelled.
- 8.2 HVAC Update: Director Logan shared that the contractors had come for one day before the COVID-19 restrictions forced them to stop. However, the CWPL is their first priority when the restrictions are lifted. Meanwhile, the old system of heat and air conditioning are still in place.
- 8.3 Roof Update: Director Logan shared that she had talked to Steve Steimel about the roof project and he is ready to start the process of project manager when COVID-19 restrictions are lifted.
- 8.4 Sick Time Sharing Policy: Director Logan had sent copies of a revised copy of the policy to all Board Members. Chairman Brian Valice stated that he thought the revisions were appropriate and complied with the law. *Trustee Kimbel moved to approve the Sick Time Sharing Policy as amended. The Motion was duly seconded by Trustee Bengelink and, with no further discussion, approved unanimously.*
- 8.5 Trustee By-Laws: After some discussion, Trustee Long volunteered to work with Chairman Valice on the suggested revisions.
- 8.6 Mesick Branch Bathroom Maintenance: Commissioner Ben Townsend reported that the Springville Township will be reviewing the shared bathroom maintenance issues again next January, 2021, and there are no changes for now.

## **9. New Business:**

- 9.1 Pandemic Response: Director Logan informed the Board of some of the changes that would be made to reopen the Library to Patrons. After some discussion, *Trustee Long moved to continue paying CWPL staff for the duration of the State of Michigan’s mandated COVID-19 shut down. The Motion was seconded by Trustee Kimbel and, with no further discussion, approved unanimously.*
- 9.2 Manton Library Fund Update: Trustee Kimbel informed the Board that the funds promised for the new Manton Library building by the State of Michigan were redirected to the COVID-19 crisis. This has put the project “on-hold” for now. Hopefully the funds will be in the State of Michigan’s budget again next year. Meanwhile, the Friends of the Manton Library are still soliciting donations.

**10. Next Meeting:** Monday, May 18, 2020 at 5:30 p.m. in Cadillac.

**11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Jones to adjourn was duly seconded by Trustee Long and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:12 p.m.

Recorded by Jayne Walker