



Minutes of the Library Board Meeting, May 18, 2020

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:36 p.m. on May 18, 2020, was held virtually via the internet on Zoom. Trustees present included Sandy Bengelink, 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. Trustee Lee Jones joined the Meeting at 5:42 and Trustee Linda Kimbel excused herself from the meeting at 5:51 p.m.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:36 p.m.
2. **Additions to the Agenda:** *Trustee Linda Kimbel moved to approve the agenda of the May 18, 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 Sandy Bengelink moved to approve the Minutes of the April 20, 2020 Board Meeting. The Motion was duly seconded by Trustee Kimbel and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** Director Tracy Logan shared that CWPL employee, Patti Colvin, wanted to thank the Board for all their hard work and their efforts to keep the Library staff safe during this pandemic.
6. **Director's Report:** Director Logan further updated the Board about purchasing personal protection equipment and cleaning supplies. She also expressed her excitement over the news that the Cadillac Leadership Class had met its goal of raising \$30,000 for new Library furniture.
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 month of April, 2020. The Motion was duly seconded by Trustee Bengelink and, after no further discussion, approved unanimously.*

8. Old Business:

- 8.1 Friends of the Library (“FOL”): Trustee Long shared that most of the FOL activities have been cancelled through October and that the FOL members are going to try have a meeting via Zoom tomorrow.
- 8.2 HVAC Update: Director Logan shared that the contractors are busy on site. They have moved out the old equipment and are now moving in the new units. After fabricating some new duct work they will be back to finish the project. However, she has not been able to get anyone from Consumers Power to return her calls about getting the electric turned off for part of the installation. Chairman Brian Valice said he would try to find out who is the right person to contact at Consumers in order to get the cooperation that is needed.
- 8.3 Roof Update: Director Logan stated that there is nothing new to report because Steve Steimel has been too busy to meet. However, he plans to come for a walk-through very soon.
- 8.4 Trustee By-Laws: Trustee Long shared with the rest of the Board that she had sent a rough draft revision to Chairman Valice and Director Logan. Chairman Valice said he would like to continue to work on the draft before sending it to the Library’s attorney, Anne Seurnyck, to look over in June.

9. New Business:

- 9.1 Re-opening Plan: After some discussion about the proposed policy the following motion was made: *Trustee Long moved to adopt the Library Re-opening Policy as presented to be effective immediately. The Motion was duly seconded by Trustee Jones and, after no further discussion, the Motion was approved unanimously.* Director Logan also brought up the need of providing a policy for paid sick leave for part-time employees during the pandemic since CWPL staff do not qualify for sick leave under the Family Medical Leave Act. Chairman Valice stated that it would be good idea to get help from the Library’s attorneys. Director Logan stated that she will contact Foster, Swift, Collins & Smith, PC and work with the labor specialist to draft a policy for the Board’s approval.

10. Next Meeting: Monday, June 15, 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 Bengelink and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:20 p.m.

Recorded by Jayne Walker