



Minutes of the Library Board Meeting, May 19, 2025

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library (“CWPL” or “Library”), commencing at 5:32 p.m. on May 19, 2025, was held at CWPL in Cadillac, Michigan. Trustees present included Carol Blake, Linda Kimbel, Eric Seguin and William Swank. Trustee Lindsay Rumohr was absent. Also attending the Regular Meeting: Director Tracy Logan-Walker; CWPL employee Jayne Walker; employee Ben Gaffke; and Wexford County Commissioner Sandy Bengelink.

1. **Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 5:32 p.m.
2. **Additions to the Agenda:** Chairperson Kimbel requested that item 9.4 I.T. Coverage be taken up right after item 4. Public Participation so that CWPL employee, Ben Gaffke could leave the meeting afterwards. *Trustee Carol Blake moved to approve the agenda for the May 19, 2025 Board Meeting as amended. The Motion was duly seconded by Eric Seguin and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee William Swank moved to approve the Minutes of the April 21, 2025 Board Meeting. The Motion was duly seconded by Trustee Seguin and, with no further discussion, approved unanimously.*
4. **Public Participation:** None

9.4 I.T. Coverage: Director Logan explained that I.T. Manager, Ben Gaffke, would be gone most of the month of June. So, to ensure that the Library would have help if a significant I.T. issue developed, she requested that the Board approve which businesses she should contact. Because one of the businesses who bid for the job is owned by her husband, Cory Walker, Director Logan left the room during the Board’s discussion. Mr. Gaffke shared information about the businesses, gave his recommendations and answered the Board’s questions. After a short discussion the following Motion was made: *Trustee Blake moved to approve the use of Emergency Geek to cover the Library’s I.T. needs and Allpro Computer Services to cover any server needs while Ben Gaffke is absent in June. The Motion was duly seconded by Trustee Seguin and, with no further discussion, approved unanimously.* At this time Mr. Gaffke left the Meeting and Director Logan returned.

5. **Communications:** Local Development Finance Authority sent a letter regarding a meeting to be held on Wednesday, May 21. Director Logan stated that she plans to attend it.
6. **Director’s Report:** Director Logan had nothing to add to her report.

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 April, 2025. The Motion was duly seconded by Trustee Swank and, with no further discussion, approved unanimously.*
- 7.2 Federal Money and Libraries: Director Logan updated the Board on the latest news regarding this issue.

8. Old Business:

- 8.1 Marketing Position: The Board looked over the information that Director Logan had assembled and asked some questions. After discussion it was the consensus of the Board to have Director Logan move forward to create this position and that they would amend the personnel budget for it later this year.
- 8.2 Manton Lease: Director Logan informed the Board of her recent phone calls with the lawyer from the City of Manton. She then handed out copies of a new lease with the latest changes. The Board noticed that the rent fee was zero and requested that it be changed to \$1. Director Logan was instructed to consult the Library's lawyer on the matter of the consideration of \$1 per year rent. After discussion the following Motion was made: *Trustee Blake moved to approve the updated lease contingent on the change in rent and the approval of the Library's Attorney. The Motion was seconded by Trustee Seguin and, with no further discussion, approved unanimously.*

9. New Business:

- 9.1 Capitalization Policy: Per the suggestion of the Library's auditor, Derek Graham, Director Logan requested that the Capitalization Policy be updated. The most significant change being the threshold amounts at which assets would be capitalized. After a short discussion, the following Motion was made: *Trustee Seguin moved to approve the changes to the Capitalization Policy as amended. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
- 9.2 Teen Advisory Board: Director Logan and the Board discussed the proposal by CWPL's Teen Specialist, Jessica Pangborn. After some discussion, and requests for more info, it was decided that Director Logan should work with Mrs. Pangborn on a new Memo of Understanding to be brought before the Board at next month's meeting.
- 9.3 Website Software: Director Logan informed the Board of a future need to move the Library's web site to a new company. She will bring more information before the Board in the upcoming months.

10. Next Meeting: The next Regular Meeting of the Board will be Monday, June 16, 2025 at the Tustin Library in Tustin, Michigan at 6:00 p.m.

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Blake to adjourn was duly seconded by Trustee Seguin and approved unanimously.* The Regular Meeting was adjourned at 6:28 p.m.

Recorded by Jayne Walker