



Minutes of the Library Board Meeting, May 20, 2024

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 20, 2024 was held at CWPL in Cadillac, Michigan. Trustees present included Carol Blake, Lindsay Rumohr, Eric Seguin and William Swank. Trustee Linda Kimbel was absent. 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:** Vice-Chairperson Carol Blake called the Meeting to order at 5:32 p.m.
- 2. Additions to the Agenda:** There were no additions to the agenda. *Trustee Lindsay Rumohr moved to approve the Agenda of the May 20, 2024, Board Meeting as presented. The Motion was duly seconded by Trustee Eric Seguin and, with no further discussion, approved unanimously.*
- 3. Minutes:** *Trustee Rumohr moved to approve the Minutes of the April 15, 2024, Board Meeting. The Motion was duly seconded by Trustee William Swank and, with no further discussion, approved unanimously.*
- 4. Public Participation:** None
- 5. Communications:** None
- 6. Director's Report:** Director Logan added that the Cadillac branch is experiencing serious issues with its old, outdated phone system and is currently taking bids for a new updated phone system. She will bring information to the board next month.
- 7. Financial Reports/Current Bills:**
 - 7.1 Financial Reports/Current Bills:** *Trustee Swank moved to approve the financial statements and disbursements, as per the check detail reports, for April, 2024. The Motion was duly seconded by Trustee Seguin and, after no further discussion, approved unanimously.*
 - 7.2 Understanding Financial Documents:** Financial Coordinator, Jayne Walker, explained the "Balance Sheet" and the "Profit and Loss Budget vs. Actual" reports that are included every month in the Board's binders.

8. Old Business:

- 8.1 Strategic Planning: Director Logan shared that the committee is in the process of finalizing the Community Survey. She hopes to have it done by the end of the week and send it out to the community next Monday.

9. New Business:

- 9.1 Internet Use Policy: The policy states that it must be reviewed yearly. There was a short discussion about the proposed changes and then the following Motion was made: *Trustee Seguin moved to approve the Internet Use Policy as presented with changes. The Motion was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.*
- 9.2 Board Training—Chapter 12 “Continuing Education”. Trustee Seguin led the Board in a discussion about Continuing Education for the Director and for the Staff. Director Logan expressed her desire to have more than six hours a year of staff training. Director Logan also shared with the Board about upcoming opportunities for further Board training.
Trustee Rumohr will lead the Board in a discussion of Chapter 13 at the next board meeting.

- 10. Next Meeting:** A Regular Meeting of the Board will be Monday, June 17, 2024 at the Tustin Community Library in Tustin, Michigan at 6:00 p.m.

- 11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Rumohr to adjourn was duly seconded by Trustee Seguin and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:05 p.m.

Recorded by Jayne Walker