



## Minutes of the Library Board Meeting, June 15, 2020

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:29 p.m. on June 15, 2020, was held at the CWPL in Cadillac, Michigan. 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.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:29 p.m.
2. **Additions to the Agenda:** *Trustee Sandie Bengelink moved to approve the agenda of the June 15, 2020 Board Meeting. The Motion was duly seconded by Trustee Linda Kimbel and, with no further discussion, the Motion was approved unanimously.*
3. **Minutes:** *Trustee Vicki Long moved to approve the Minutes of the May 18, 2020 Board Meeting. The Motion was duly seconded by Trustee Lee Jones and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None
6. **Director's Report:** Director Tracy Logan informed the Board that Children's Librarian, Windy Barrett, had given notice and would be leaving as of August 1<sup>st</sup> and she would be starting the search for a replacement very soon. On a happier note, Director Logan added that IT Manager, Pam Dushane, had secured \$11,000 of E-Rate funding for hardware improvements!
7. **Financial Reports/Current Bills:**
  - 7.1 Financial Reports/Current Bills: *Trustee Bengelink moved to approve the financial statements and disbursements, as per the check detail report, for the month of May, 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 handed out the FOL agenda for the June 16, 2020, meeting and shared that FOL officer, Vicki Essenmacher, was stepping down as of July 1<sup>st</sup>. Trustee Long also noted that the FOL has been recognized by the American Library Association ("ALA") and she is finding the webinars designed to help Friends very interesting and helpful.
- 8.2 HVAC Update: Director Logan stated that the renovations should be finished as of Wednesday this week.
- 8.3 Roof Update: Director Logan informed the Trustees that she has a meeting tomorrow with Steve Steimel and the construction manager from Apex Engineering to talk about the next steps.
- 8.4 Trustee By-Laws: Chairman Valice stated that he would like to table this discussion until July's meeting so he can look over the draft.
- 8.5 Re-opening Plan Update: Director Logan handed out the final copies of the Re-opening plan with some changes and informed the Board that Stage 4, which allows patrons to come into the building, would begin next Tuesday, June 23.

## **9. New Business:**

- 9.1 Donation Wall Policy: Per her investigation, Director Logan stated that a "set of protocols" and not a "policy" is what other libraries have. The difference is that a protocol can be changed without Board approval. After some discussion, it was the consensus of the Board to have Director Logan write up a set of protocols for the CWPL Donation Wall.

**10. Next Meeting:** Monday, July 20, 2020 at 5:30 p.m. in Cadillac.

**11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Kimbel to adjourn was duly seconded by Trustee Long and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:17 p.m.

Recorded by Jayne Walker