



Minutes of the Library Board Meeting, June 19, 2023

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:55 p.m. on June 19, 2023, was held at the Tustin Community Library, in Tustin, Michigan. Trustees present included Carol Blake, Lee Jones, Linda Kimbel, Lindsay Rumohr and William Swank. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee April Liedeke; Tustin Branch Manager Sandie Leach; Tustin employee Mary Holmes; and Wexford County Commissioner Ben Townsend.

1. **Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 5:55 p.m.
2. **Additions to the Agenda:** *Trustee Carol Blake moved to approve the Agenda of the June 19, 2023, Board Meeting as presented. The Motion was duly seconded by Trustee Lindsay Rumohr and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee William Swank moved to approve the Minutes of the May 15, 2023, Board Meeting. The Motion was duly seconded by Trustee Lee Jones and, with no further discussion, approved unanimously.*
4. **Public Participation:** Volunteers of the Tustin Library, Lorna Meis, Connie Anderson, DeEtta Wemple, and Denise Justus, attended the meeting to meet the Board and put faces to names.
5. **Communications:** Director Tracy Logan shared a Notice to Taxation Jurisdiction about an Obsolete Property Rehabilitation Act ("OPRA") application for the Cooley School redevelopment.
6. **Director's Report:** Director Logan pointed out that the Cadillac, Manton and Mesick libraries are now selling cloth bags for \$6.00 apiece. Tustin Branch Manager, Sandie Leach shared that she has been with the Tustin Library for 37 years.
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 report, for May, 2023. The Motion was duly seconded by Trustee Swank and, after some discussion, approved unanimously.*
8. **Old Business:**
 - 8.1 Roof Update: No new information at this time. Still on schedule for August.

9. New Business:

- 9.1 Trustee Training—Chapter 5: Trustee Swank led the Board in a discussion about financing of libraries. Trustee Swank also had some historical information about the library that he shared with the Board. Trustee Blake asked which co-op that CWPL belonged to and Director Logan told her the Mid-Michigan Library League.
- 9.2 Donated Materials Policy Review: Director Logan talked about the Donated Materials Policy and its changes. *Trustee Jones moved to approve the Donated Materials Policy as amended. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
- 9.3 AED Removal: Director Logan informed the Board that the current Automatic External Defibrillator (“AED”) in Cadillac is no longer supported by the manufacturer. After a discussion about training, need, and future costs, the Board consensus was to *not* replace the unit. Staff will be offered first-aid training in the fall.
- 9.4 Custodian Position: Director Logan informed the Board that the cleaning service employed by the Cadillac Library is severing ties in September as the owner is retiring. In place of hiring another cleaning company. Director Logan is thinking about creating a custodial position which would also include handy work around the Library. The Board listened and agreed that it was a good idea to pursue.
- 9.5 Hotspot Policy: Director Logan gave the Board a revised policy for the Hotspots at all the libraries. *Trustee Blake moved to approve the Hotspot Policy as amended. The Motion was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.*
- 9.6 Credit Card Policy: Director Logan submitted a copy of the policy for the Board members to review and discuss at next month’s meeting.

10. Next Meeting: A Regular Meeting of the Board will be Monday, July 17, 2023 in Manton 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 Blake and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:40 p.m.

Recorded by April Liedeke