



Minutes of the Library Board Meeting, July 15, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:30 p.m. on July 15, 2019, was held at the CWPL in Cadillac, Michigan. Trustees present included Kathy Cline, Lee Jones, Vicki Long, and Brian Valice. Also attending the Regular Meeting were: Director Tracy Logan-Walker; CWPL employee Jayne Walker; Wexford County Commissioner Ben Townsend.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:30 p.m.
2. **Additions to the Agenda:** *Trustee Lee Jones moved to approve the agenda of the July 15, 2019 Board Meeting as presented. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Long moved to approve the Minutes of the June 17, 2019, Board Meeting and the Minutes of the July 1, 2019, Special Board Meeting. The Motion was duly seconded by Trustee Kathy Cline and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None
6. **Director's Report:** Director Logan asked Commissioner Ben Townsend to give an update on the new Mesick Library facility. Commissioner Townsend stated that the new facility will be ready in September—two months ahead of schedule. He also offered, on behalf of the New Mesick Library Committee, to purchase all of the new furniture and so relieve CWPL of that expense. Chairman Valice expressed that this was a great and generous offer and suggested that Director Logan and the Library Staff be involved in the necessary decisions. Chairman Valice also suggested that there be a written agreement between the New Mesick Library Committee and CWPL regarding the offer to pay for the furniture. Director Logan volunteered to meet with Commissioner Townsend in the near future to prepare something in writing.
7. **Financial Reports/Current Bills:**
 - 7.1 Financial Reports/Current Bills: *Trustee Cline moved to approve the financial statements and the disbursements, as per the check detail report, for the month of June 2019. The Motion was duly seconded by Trustee Long and, after no further discussion, approved unanimously.*
 - 7.2 MERS Update: Ms. Jayne Walker reported that the Library's retirement fund is funded at 80.2% (according to the MERS Annual Actuarial Valuation Report of December 31, 2018). She also stated that she intends to build into the 2020 Budget a plan to contribute more than the required amount in an effort to slowly increase that percentage towards the goal of being 90% funded.

8. Old Business:

- 8.1 Friends of the Library (“FOL”): Trustee Long handed out the Agenda for the FOL July 16, 2019, meeting and handed out flyers for the Used Book Sale to be held later in the week. Director Logan added that all 75 tickets for the Elizabeth Berg event have been given away.
- 8.2 HVAC Project Update: Director Logan asked the Board to give her permission to accept the proposal from Steven Steimel for his services as project manager. *Trustee Jones moved to grant Director Logan permission to sign and accept the proposal from Apex Engineering for Construction Management Services as presented. The Motion was duly seconded by Trustee Long and, after no further discussion, approved unanimously.*
- 8.3 New Board of Trustees Member: Director Logan reported that she spoke to the County Clerk’s Office and learned that there are two applicants for the position and that the County will wait until the end of July to see if there are any more applicants. Director Logan believes that she should hear from the County Board regarding their decision by the next CWPL Board meeting.
- 8.4 Children’s Material Fines—Policy Assessment: Director Logan informed the Board that it appears that Fines and Fees have decreased approximately \$3,000 since instituting the policy to forgo fines on Children’s overdue materials, however, we can’t be sure how much of that \$3,000 is actually due to the change in policy. She stated that she feels that the goodwill generated by the policy offsets the loss of revenue. Trustee Jones agreed. Chairman Valice asked that if it becomes a concern, to come back to the Board about it.

9. New Business

- 9.1 Fund Balance Adjustment for HVAC: Ms. Walker explained that it was necessary to move money from the Unassigned portion of the Fund Balance to the Assigned for Improvements portion in preparation for the expenses of the upcoming HVAC renovations. *Trustee Long moved to transfer \$100,000 from the Unassigned (Prior Years) portion of the Fund Balance (from \$141,637 to \$41,637) into the Assigned for Improvements portion of the Fund Balance (from \$150,000 to \$250,000) to cover the expense of the HVAC project. The Motion was duly seconded by Trustee Cline and, after no further discussion, approved unanimously.*
- 9.2 Rotary Grant: Trustee Long explained to the Board that the Rotary Grant process can take at least one and a half years and that this information should be taken into consideration when planning for the new roof project. Discussion followed and concluded with Director Logan stating that she will keep it on the Agenda.

10. Next Meeting: Monday, August 19, 2019 in ***Manton at 6:00 p.m.***

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Jones to adjourn was duly seconded by Trustee Long and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:21 p.m.

Recorded by Jayne Walker