



Minutes of the Library Board Meeting, July 15, 2024

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 6:00 p.m. on July 17, 2024 was held at the Manton Library in Manton, Michigan. Trustees present included Carol Blake, Linda Kimbel, Eric Seguin and William Swank. Trustee Lindsay Rumohr was absent. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee Jayne Walker; Manton Library Manager Mallory Brems; and Wexford County Commissioner Ben Townsend.

- 1. Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 6:00 p.m.
- 2. Additions to the Agenda:** There were no additions to the agenda. *Trustee Carol Blake moved to approve the Agenda of the July 15, 2024, Board Meeting as presented. The Motion was duly seconded by Trustee Eric Seguin and, with no further discussion, approved unanimously.*
- 3. Minutes:** *Trustee Seguin moved to approve the Minutes of the June 17, 2024, Board Meeting. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
- 4. Public Participation:** None.
- 5. Communications:** None.
- 6. Director's Report:** Director Logan gave each Board member a copy of a newspaper article about the Summer Reading Program and gave statistics showing the ever-increasing popularity of the new meeting pods. Then she informed the Board of an incident at the Manton Library regarding a homeless person and Branch Manager Mallory Brems in which the police were called. Director Logan stated that this incident highlights staff safety issues at the Branches and the need for more staff training.
- 7. Financial Reports/Current Bills:**
 - 7.1 Financial Reports/Current Bills:** *Trustee William Swank moved to approve the financial statements and disbursements, as per the check detail reports, for June, 2024. The Motion was duly seconded by Trustee Blake and, after no further discussion, approved unanimously.*

Financial Coordinator, Jayne Walker, also informed the Board that the Municipal Employees' Retirement System (MERS) of Michigan Annual Actuarial Report for December 31, 2023 had arrived. The report showed that the Library's retirement

fund is 76% funded—the same as a year ago. She stated that she will continue to budget for an amount over and above what MERS requires in 2025.

8. Old Business:

- 8.1 Strategic Planning: Director Logan informed the Board that she will be closing the community survey on Tuesday, July 16. The committee will then meet to assess the 151 survey responses.

9. New Business:

- 9.1 Patron Behavior Policy: Director Logan handed out copies of the policy with amendments highlighted in red. After a short explanation and discussion, it was the consensus of the Board to postpone approving the Policy until next month.
- 9.2 Manton Interior Costs: Director Logan shared with the Board about the upcoming costs that will be associated with the new Manton Library building. She did not want any decision at this time, but wanted to prepare the Board for decisions they will need to make in the future.
- 9.3 Staff Training & Holiday Schedule: Director Logan requested that the Board allow a whole day instead of 3 hours for staff training on October 14, 2024. After some discussion, the following Motion was made: *Trustee Blake moved to change the 2024 Holiday Schedule to reflect that the Library will be closed **all** day on Columbus Day, Monday, October 14 for staff training. The Motion was duly seconded by Trustee Seguin and, after no further discussion, approved unanimously.*
- 9.4 Board Training—Chapter 14 “Library and the Law” County Commissioner Ben Townsend led the Board in a discussion based on the check list at the end of the chapter.

- 10. Next Meeting:** A Regular Meeting of the Board will be Monday, August 19, 2024 at the Mesick Library in Mesick, 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, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:45 p.m.

Recorded by Jayne Walker