



Minutes of the Library Board Meeting, July 17, 2023

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, 2023, was held at the Manton Community Library, in Manton, Michigan. Trustees present included Carol Blake, Lee Jones, Linda Kimbel and William Swank. Trustee Lindsay Rumohr was absent. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee Jayne Walker; Manton Branch Manager Malory 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:** Director Tracy Logan noted a typo error on item #9.2 that should read "Approve Credit Card Policy" instead of "Approve Donated Materials Policy". *Trustee Lee Jones moved to approve the Agenda of the July 17, 2023, Board Meeting as corrected. The Motion was duly seconded by Trustee Carol Blake and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Blake moved to approve the Minutes of the June 19, 2023, Board Meeting. The Motion was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None.
6. **Director's Report:** Director Logan added that she has five scheduled interviews this week for the Custodial position. Branch Manager, Malory Brems, shared that Story Time with Miss Kayla is going strong, Manton has added a Dungeons and Dragons group that will continue into the school year, the Summer Reading Program's first event had thirty-four participants, and Manton staff will be walking in the Manton Area Harvest Festival Parade on September 4th.
Linda Kimbel gave a progress report on the new Manton Library building project.
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 June, 2023. The Motion was duly seconded by Trustee William Swank and, after no further discussion, approved unanimously.*

Financial Coordinator, Jayne Walker, shared that the recent Municipal Employee Retirement System (MERS) Actuarial Valuation Report for December 31, 2022, showed that the Library has increased its retirement funding from 74% to 76%. She also shared that CWPL has just received \$170,290 in Penal Fines from the State of Michigan--\$39,710 less than what had been budgeted.

8. Old Business:

- 8.1 Roof Update: Director Logan shared that the contractor is now projecting the project to start in September, but gave assurance that it will be completed this year.

9. New Business:

- 9.1 Trustee Training—Chapter 6: Trustee Blake led the Board in a discussion about library budgeting. Mrs. Walker agreed to give some instruction on budget reports at October's meeting.
- 9.2 Credit Card Policy: Director Logan talked about the Credit Card Policy and the proposed changes. *Trustee Blake moved to approve the Credit Card Policy as amended. The Motion was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.*
- 9.3 Hiring Policy: Director Logan submitted the Policy to the Board for review at next month's meeting. However, since there was only one simple change, the Board decided to vote on it at this Meeting. *Trustee Swank moved to approve the Hiring Policy as amended. The Motion was duly seconded by Trustee Blake, and with no further discussion, approved unanimously.*

- 10. Next Meeting:** A Regular Meeting of the Board will be Monday, August 21, 2023 in Mesick 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 Swank and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:43 p.m.

Recorded by Jayne Walker