



Minutes of the Library Board Meeting, July 20, 2020

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:38 p.m. on July 20, 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 5:38 p.m.
2. **Additions to the Agenda:** *Trustee Linda Kimbel moved to approve the agenda of the July 20, 2020 Board Meeting. The Motion was duly seconded by Trustee Sandy Bengelink and, with no further discussion, the Motion was approved unanimously.*
3. **Minutes:** *Trustee Vicki Long moved to approve the Minutes of the June 15, 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:** Director Logan informed the Board that she had received donations totaling more than \$500.00 in memory of Phyllis Johnston and plans to use the gifts to purchase large print books.
6. **Director's Report:** Chairman Valice asked how the reopening was going. Director Logan replied that it was slow the first week but there has been a gentle increase in usage ever since and patrons have been reasonable and respectful to staff about wearing masks.
7. **Financial Reports/Current Bills:**
 - 7.1. **Financial Reports/Current Bills:** *Trustee Kimbel moved to approve the financial statements and disbursements, as per the check detail report, for the month of June, 2020. The Motion was duly seconded by Trustee Bengelink and, after no further discussion, approved unanimously.*
 - 7.2. **Penal Fine Update:** Financial Coordinator, Jayne Walker, informed the Board of good news. The Penal Fines arrived in the amount of \$219,605 which was almost \$53,000 more than anticipated!

8. Old Business:

- 8.1. Friends of the Library ("FOL"): Trustee Long handed out the FOL agenda for the July 21, 2020 meeting which is to be held outside on the Library lawn. She noted that membership for FOL is doing very well. Chairman Valice stated for the record that Vicki Essenmacher's contribution to the Library as a member of the FOL has been awesome and the Board appreciates all she has done not only for the Library, but for other organizations and the Cadillac community.
- 8.2. HVAC Update: Director Logan reported that the HVAC project is finished and under budget!
- 8.3. Roof Update: Director Logan shared that she had met with Steve Steimel and a representative from Bloxom Roofing to develop the specifications needed to secure bids for a new roof on the Cadillac Branch building. Bloxom informed her that the current roof would only last three more years before failure. Director Logan would like to budget for the project in 2021. After some discussion, *Trustee Jones moved to go forward with the specifications provided and secure bids for a new roof for the Cadillac Branch. The Motion was duly seconded by Trustee Kimbel and, with no further discussion, approved unanimously.*
- 8.4. Trustee By-Laws: Chairman Valice reported that he had made some revisions to the rough draft of the bylaws. It was the consensus of the Board to send the rough draft to the Library's Attorney, Anne Seurnyck of Foster, Swift, Collins & Smith, for her consideration.

9. New Business:

- 9.1. Change in Mask Executive Order: Director Logan stated that the Library is complying with the changes and is now required to enforce them. Signs have been posted and masks are offered to Patrons who are not wearing any.
- 9.2. Election Day: Director Logan shared with the Board about the conflicts involved with having the Library open at the same time as the voting poll which will take place in the Library's large meeting room on August 4, 2020. Essentially, there are two sets of conflicting rules that are both required to be enforced. After some discussion, the following Motion was made: *Trustee Jones moved to approve closing the Cadillac Branch to the public on August 4, 2020, for the Election. Mesick Branch, also, if deemed necessary after Director Logan has a discussion with the Mesick Branch Manager, Karen Rickard. The Motion was seconded by Trustee Long and, after no further discussion, approved unanimously.*

10. Next Meeting: Monday, August 17, 2020 at 5:30 p.m. in Cadillac.

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Bengelink to adjourn was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:12 p.m.

Recorded by Jayne Walker