



Minutes of the Library Board Meeting, July 21, 2025

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 21, 2025, was held at the Manton Library in Manton, Michigan. Trustees present included Carol Blake, Linda Kimbel, Lindsay Rumohr, Eric Seguin and William Swank. Also attending the Regular Meeting: Director Tracy Logan-Walker; CWPL employee Jayne Walker; Manton Library Manager Mallory Brems; and Wexford County Commissioner Sandy Bengelink.

Call to Order, Roll Call: Chairperson Linda Kimbel called the Meeting to order at 6:00 p.m.

1. **Additions to the Agenda:** *Trustee Lindsay Rumohr moved to approve the agenda for the July 21, 2025 Board Meeting. The Motion was duly seconded by Trustee Carol Blake and, with no further discussion, approved unanimously.*
2. **Minutes:** *Trustee Blake moved to approve the Minutes of the June 16, 2025 Board Meeting. The Motion was duly seconded by Trustee Eric Seguin and, with no further discussion, approved unanimously.*
3. **Public Participation:** Ted Thomson was in attendance, but did not have anything to share.
4. **Communications:** Director Tracy Logan shared a couple notices from the City of Cadillac regarding a Tax Increment Finance Authority (TIFA) plan and a Brownfield plan along with information regarding an informational hearing on July 30 at 8:30 a.m.
5. **Director's Report:** Director Logan had nothing new to add to her report. Manton Branch Manager, Mallory Brems, reported that there are a lot more people using the Library now that they are in the new building. She also shared about future plans by the Manton FOL to provide sound-proofing panels for the large meeting room and to make a foot path outdoors by the Children's Room. There has even been talk about putting in a butterfly garden.
6. **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 reports, for the month of June, 2025. The Motion was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.*
 - 7.2 Actuarial Information: Finance Coordinator, Jayne Walker, shared the annual report from the Municipal Employee Retirement System (MERS) showing that CWPL's Defined Benefit retirement account is now 80% funded—up from 76% from last year.
 - 7.3 Announcement: Ms. Walker announced that she will be retiring at the end of October.

8. Old Business:

- 8.1 Teen Advisory Board (TAB): Director Logan shared that CWPL's legal counsel advised against having the Friends of the Library oversee the TAB. After a short discussion, the following Motion was made: *Trustee Blake moved to establish a Teen Advisory Board (TAB) in accordance with the guidelines laid out in the TAB document. The Motion was duly seconded by Trustee Rumohr and, after no further discussion, approved unanimously.*
- 8.2 Marketing Position: Director Logan informed the Board that she had surveyed staff to get information as to what marketing activities they are currently doing, then she met with those employees to create a list of duties. From the information gathered, Director Logan will create a job description and start the hiring process.

9. New Business:

- 9.1 Tustin Personnel Changes: Director Logan informed the Board that Tustin Branch Manager, Sandie Leach, will retire by October 31st of this year. She also shared with the Board about her ideas for staffing the Tustin Library with two part-time employees which would save money on labor costs and provide more resources for Library books and services. After a short discussion, the following Motion was made: *Trustee Rumohr moved to approve the future Tustin Personnel changes as presented by Director Logan. The Motion was duly seconded by Trustee Blake and, with no further discussion, approved unanimously.*
- 9.2 Mobile Health Clinic: Director Logan shared that she was surprised to find out, just days before the Clinic was to come, that it was planning to set up the clinic in the CWPL parking lot—and had already been advertising as such. Since it was only going to require three parking spaces for just a couple hours a week and because it would be a meaningful benefit to the community (especially the unhoused), Director Logan made allowances for it. However, she apologized to the Board that normally this kind of thing would have been brought to the Board for their approval ahead of time. She went on to state that the Mobil Health Clinic did treat four people on its first day. After discussing the matter, it was the Consensus of the Board to allow the Mobil Health Clinic to continue to operate in the Library parking lot.
- 9.3 Horror Literature Festival: This year's theme book for the Horror Lit Fest is "Dracula" and Emily Thompson, Adult Programs Coordinator, would like to hold a blood drive at the Library during that week. Since there is no policy directly related to having blood drives at the Library, Director Logan asked the Board if it they would approve. The Board was very enthusiastic about the idea and gave their consensus to allow it.

10. Next Meeting: The next Regular Meeting of the Board will be Monday, August 18, 2025 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 Rumohr to adjourn was duly seconded by Trustee Seguin and approved unanimously.* The Regular Meeting was adjourned at 6:45 p.m.

Recorded by Jayne Walker