



Minutes of the Library Board Meeting, August 19, 2019

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 6:00 p.m. on August 19, 2019, was held at the Manton Library in Manton, Michigan. Trustees present included Kathy Cline, Lee Jones, Linda Kimbel, Vicki Long, and Brian Valice (via phone). Also attending the Regular Meeting were: Director Tracy Logan-Walker; CWPL employee Jayne Walker; Manton Library Manager Debra Letts; Wexford County Commissioner Ben Townsend; Manton Mayor Garry Brown; and Sharon Ream, Project Manager of the Mesick Library building project.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 6:01 p.m.
2. **Additions to the Agenda:** It was discussed and decided to change item 9.1 to item 2.1 and change item 9.2 to 9.1, and also add Manton Library Update as item 2.2 so that Mayor Garry Brown and Sharon Ream could give their updates first. *Trustee Lee Jones moved to approve the agenda of the August 19, 2019 Board Meeting as amended. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.*
 - 2.1 Division of Responsibilities—New Mesick Library Building: Mrs. Ream updated the Board on the progress of the building project and Director Tracy Logan shared the recent clarifications made to the Division of Responsibilities document. Mrs. Ream left the meeting at 6:30 p.m.
 - 2.2 Manton Library Update: Mayor Brown updated the Board on the fundraising progress for the new building and on their plans to break ground next spring—possibly even before then. Mayor Brown left the meeting at 6:37 p.m.
3. **Minutes:** *Trustee Jones moved to approve the Minutes of the July 15, 2019, Board Meeting. The Motion was duly seconded by Trustee Long and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None
6. **Director's Report:** Director Logan informed the Board that the Library had received a letter from the Michigan Occupational Safety and Health Administration (OSHA) in regards to a complaint filed having to do with the interior temperature of the Library. Per OSHA's directions, Director Logan created a response report documenting the HVAC problems and the Board's plans to correct the situation. Director Logan feels that this should meet all requirements and no further action by OSHA is anticipated.

7. Financial Reports/Current Bills:

7.1 Financial Reports/Current Bills: *Trustee Kathy Cline moved to approve the financial statements and the disbursements, as per the check detail report, for the month of July 2019. The Motion was duly seconded by Trustee Linda Kimbel and, after no further discussion, approved unanimously.* Trustee Kimbel asked about the loss of Penal Fines which started a discussion about why the Library is receiving less each year. Chairman Valice requested that more information be sought out and shared at September's meeting.

8. Old Business:

8.1 Friends of the Library ("FOL"): Trustee Long handed out the Agenda for the FOL August 20, 2019, meeting and highlighted some of the upcoming events.

8.2 HVAC Update: Chairman Brian Valice expressed his concerns over some items in Nealis Engineering's Proposal for mechanical and electrical engineering design services. He and Director Logan will be contacting Mr. Steve Steimel later this week. If the issues can be worked out, Chairman Valice may call a Special Meeting of The Board of Trustees to officially accept the proposal so that the project can move forward.

8.3 New Board of Trustees Member: The Board members welcomed Trustee Kimbel to her first official Board Meeting since being appointed to replace Valerie Shultz who resigned in May 2019.

8.3.1 Position of Board Secretary: Director Logan informed the Board that a Secretary needed to be appointed to replace Trustee Valerie Shultz who was Board Secretary. *Trustee Long moved to nominate Trustee Kimbel to be Secretary of the Board in place of Trustee Shultz. The Motion was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.*

8.3.2 The 2019 Tax Rate Request Form: Trustee Kimbel signed the 2019 Tax Rate Request form as Secretary and Chairman Valice promised to sign the form upon his return to Cadillac.

9. New Business

9.1 Habitually Overdue or Damaged Materials Policy: Director Logan shared that she would like to do away with the progressive disciplinary actions added to this policy back in 2013 because they are not good for public relations and are a waste of staff's time. *Trustee Kimbel moved to adopt the amended Habitually Overdue or Damaged Materials Policy as presented. The Motion was duly seconded by Trustee Jones and, after no further discussion, approved unanimously.*

10. Next Meeting: Monday, September 16, 2019 at 6 p.m. in Mesick—first at the new Library facility and possibly ending up at the current Mesick Library location.

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Kimbel to adjourn was duly seconded by Trustee Cline and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 7:28 p.m.