



Minutes of the Library Board Meeting, August 19, 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 August 19, 2024 was held at the Mesick Library in Mesick, Michigan. Trustees present included Linda Kimbel, Eric Seguin and William Swank. Trustees Lindsay Rumohr and Carol Blake were absent. Also attending the Regular Meeting were Director Tracy Logan-Walker; Branch Library Manager Mallory Brems; and Wexford County Commissioner Ben Townsend. Members of the public who attended the meeting included Springville Township Supervisor Tim Dzikowicz, and Springville Township Clerk, Stacy Brewer.

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 Eric Seguin moved to approve the Agenda of the Aug. 19, 2024, Board Meeting as presented. The Motion was duly seconded by Trustee William Swank and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Seguin moved to approve the Minutes of the July 15, 2024, Board Meeting. The Motion was duly seconded by Trustee Swank and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None.
6. **Director's Report:** Director Logan gave each Board member copies of articles about the Adult Writing Group and the library's community survey. She also shared more information about Mesick Library Clerk Jessica's Pangborn's Postage Pen Pal's writing program for kids. Director Logan also informed the board that she has been accepted to a two-day workshop on 'Critical Conversations' paid for by the Library of Michigan.
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 July, 2024. The Motion was duly seconded by Trustee Seguin and, after no further discussion, approved unanimously.*
 - 7.2 Tustin Fund Balance: Director Logan shared information provided by Financial Coordinator Jayne Walker and the need to make changes in the Tustin Fund Balance to more closely reflect Tustin's actual liability for unused Sick and Vacation Hours. After

some discussion the following motion was made: *Trustee Seguin moved to approve the transfer of \$ 9,049.29 from “Committed to Tustin’s Sick and Vacation” account to the “Fund Balance Restricted for Tustin account”. The Motion was duly seconded by Trustee Swank and, after no further discussion, approved unanimously.*

8. Old Business:

- 8.1 Strategic Planning: Director Logan shared a slide show of data from the Community Survey. She highlighted the repeated requests for adjusts to the hours at the Cadillac location.
- 8.2 Patron Behavior Policy: After some discussion of two small proposed changes, the following motion was made: *Trustee Seguin moved to approve the amended Patron Behavior Policy. The Motion was duly seconded by Trustee Swank and, after no further discussion, approved unanimously.*

9. New Business:

- 9.1 Millage Paperwork: Director Logan informed the board that she added this issue to the agenda because of its importance but does not require any action from them. She promised to follow up with Board Secretary Lindsay Rumohr to obtain the necessary signature.
- 9.2 Cadillac Hour Changes: Director Logan reminded the board about the requests via the Community Survey to make changes to hours of the Cadillac Location. She suggested that two small changes made to Saturday and Tuesday hours would accommodate these requests, improve staff morale, and cost the library a very minimal additional amount in staffing. The Director also noted that the change in hours could be reconsidered in a year. After some discussion, the following motion was made: *Trustee Swank motioned to change the open hours for the Cadillac Location to 9 a.m. to 8 pm on Tuesday and 10 a.m. to 2 p.m. on Saturdays beginning Sept. 3, 2024.*
- 9.3 Springville Township: Springville Township Supervisor Tim Dzikowicz addressed the board. He commented on the positive working relationship between the Township and library staff and asked if there were any concerns that could be addressed. A discussion ensued about the need for library staff to have a access to library networking equipment in the utility room, and parking lot maintenance. Supervisor Dzikowicz also mentioned that the Township is assessing currently held contracts and that they would be going over the library’s lease soon. Director Logan mentioned the need to have all requests to amend the library’s lease in writing, addressed to the library board.

- 10. Next Meeting:** A Regular Meeting of the Board will be Monday, September 16, 2024 at the Buckley Library in Buckley, Michigan at 6:00 p.m.

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- 11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Seguin to adjourn was duly seconded by Trustee Swank and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 7:00 p.m.

Recorded by Mallory Brems