



Minutes of the Library Board Meeting, September 15, 2025

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 6:01 p.m. on September 15, 2025, was held at the Buckley Library in Buckley, 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 and Buckley Branch Manager Susan Utter. Wexford County Commissioner Sandy Bengelink was absent.

Call to Order, Roll Call: Chairperson Linda Kimbel called the Meeting to order at 6:01 p.m.

- 1. Additions to the Agenda:** Director Tracy Logan added Item 8.3 "Mesick Lease" to Old Business. *Trustee Lindsay Rumohr moved to approve the agenda for the September 15, 2025 Board Meeting as amended. The Motion was duly seconded by Trustee Carol Blake and, with no further discussion, approved unanimously.*
- 2. Minutes:** *Trustee Rumohr moved to approve the minutes of the July 21, 2025 Board Meeting. The Motion was seconded by Trustee Blake and, with no further discussion, approved unanimously.*
Trustee Eric Seguin moved to approve the minutes of the August 18, 2025 Board Meeting. The Motion was seconded by Trustee Rumohr and, with no further discussion, approved unanimously.
- 3. Public Participation:** None
- 4. Communications:** None
- 5. Director's Report:** Director Logan noted that the Staff have been very busy with outreach activities and highlighted the very successful September 6 Book Fest which included 40 authors with 350 in attendance.
Buckley Branch Manager, Susan Utter, stated that the Buckley branch is busier now that school is in session and that there are quite a few regulars who come in.
- 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 August, 2025. The Motion was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.*
 - 7.2 Manton Library Capital Outlay Budget Adjustment:** Financial Coordinator, Jayne Walker, explained the need to increase the budget from \$120,000 to \$140,000 to account for expenses that were not taken into consideration when making up the budget a year ago.

Trustee Blake moved to increase the budget for Capital Outlay-New Manton Library account 970.002 from \$120,000 to \$140,000. The difference of \$20,000 to be paid from the Library's Unassigned Fund Balance. The Motion was duly seconded by Trustee Seguin and, without further discussion, approved unanimously.

8. Old Business:

- 8.1 Financial Coordinator Position: Director Logan informed the Board that two people had applied and were scheduled for interviews this week.
- 8.2 Capital Improvements: After last month's meeting, Director Logan reached out to County Administrator Joe Porterfield about potential improvements to the Cadillac Library. He said he would try to attain a copy of the current lease that is between the City of Cadillac and the Library and investigate the idea further.
- 8.3 Mesick Lease: Director Logan informed the Board that she had received a revised Lease Agreement from the Springfield Township Board. She handed out copies of the Lease with the proposed changes highlighted for the Board to note. The changes addressed snow removal and a new monthly fee for cleaning the lobby and bathrooms. Director Logan has contacted the Springfield Township Supervisor with follow-up questions but has not received a reply. After some discussion, it was agreed that Director Logan should try to contact him again with the message that if no response is received by a certain date, she and at least one other Board member would make plans to attend the next Springfield Township Board Meeting to further the discussion.

9. New Business:

- 9.1 Bill Payment Policy: Director Logan has been in contact with the Library's attorney and has asked the library's auditor, Derek Graham of UHY, for his input. She is still waiting to hear back from Mr. Graham.
- 9.2 Parking Lot Event Policy: Due to increasing requests to use the Library's parking lot for various purposes, Director Logan would like to draft a new policy that would give guidance as to what to approve or not when requests are received. She plans to have it ready for the Board's consideration at October's Meeting.
- 9.3 Insurance Stipend: Director Logan informed the Board that years ago, the Library Board decided to give a \$1,800 stipend to employees who did not take the Library's insurance benefits. At that time, the amount was based on Wexford County's policy of giving \$1,800 a year in-lieu of insurance benefits. Director Logan recently reached out to the County and confirmed that this amount has not changed. It was the consensus of the Board to keep the Library's stipend the same as that of the Wexford County.

10. Next Meeting: The next Regular Meeting of the Board will be Monday, October 20, 2025 at the Cadillac Library in Cadillac, Michigan at 5:30 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 6:39 p.m.

Recorded by Jayne Walker