



Minutes of the Library Board Meeting, September 17, 2018

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library (“CWPL” or “Library”), commencing at 6:25 p.m. on September 17, 2018, was held at the Mesick Library, Mesick, Michigan. Trustees present included Lee Jones, Vicki Long, Virginia Mackey, Brian Valice, and Theresa Williams. Also attending the Regular Meeting were Director Tracy Logan-Walker and CWPL employees Deborah Stanton and Jayne Walker. Sharon Ream and Ben Townsend of the Springville Township Board were in attendance until 6:55 p.m.

- 1. Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 6:25 p.m.
- 2. Additions to the Agenda:** Trustee Theresa Williams asked that “Investment Policy” be added as Item #9.4 and “Review of Mission and Vision Statements” be added as Item #9.5. *Trustee Vicki Long moved to approve the agenda of the September 17, 2018 Board Meeting as amended. The Motion was duly seconded by Trustee Lee Jones and, with no further discussion, approved unanimously.*
- 3. Minutes:** *Trustee Jones moved to approve the minutes of the August 20, 2018, Board Meeting. The Motion was duly seconded by Trustee Virginia Mackey and, with no further discussion approved unanimously.*
- 4. Public Participation:** Mrs. Sharon Ream and Mr. Ben Townsend updated the Board on the progress of the renovation of the building that will be the new Springville Township Community Center/Library. Their plan is to have the final design by October, bid out in December, and begin construction in the spring of 2019. Mesick Library employee, Deborah Stanton, asked how much money would be contributed by CWPL for the new Mesick library facility—information she anticipated she would need in order to write grants. This led to a discussion about what might be expected from both Springville Township and the Library. Director Logan handed out copies of a preliminary document entitled “Mesick New Library-Division of Responsibilities” which suggested what each party’s responsibilities would be. At 6:55 p.m. Mrs. Ream and Mr. Townsend excused themselves and left the meeting.
- 5. Communications:** No communications.
- 6. Director’s Report:** Director Tracy Logan added that the social media “CWPL Pizza Wars” contest has reached 8,000 people, received 85 comments, has been shared 47 times, and 13 people have voted with pictures. Trustee Williams shared her concerns about possible copyright infringement in compiling the gluten-free recipes from the gluten-free recipe exchange on social media. Director Logan stated that, so far, there had not been any recipes shared. After a short discussion, it was the consensus of the Board to have Director Logan remove the social media post asking for gluten-free recipes.

7. Financial Reports/Current Bills: *Trustee Long moved to approve the financial statements and disbursements, as per the disbursements journal, for the month of August 2018. The Motion was duly seconded by Trustee Mackey and, with no further discussion, approved unanimously.*

8. Old Business:

- 8.1 Friends of the Library (“FOL”): Trustee Long handed out copies of the agenda for the September 18th meeting and commented that there had been a good turnout for the speed painting event with Martina Hahn on September 14th.
- 8.2 Manton Branch-new facility update: Director Logan stated there was nothing to add beyond what she had shared in the Director’s report.
- 8.3 Mesick Branch-new facility update: Discussed earlier under Item #4, Public Participation.
- 8.4 Mesick Branch-new facility funding: Discussed earlier under Item #4, Public Participation.
- 8.5 HVAC Update: Director Logan reported that she had contacted two different organizations about being project managers. Cole, Inc. declined, suggesting that CWPL could handle the project itself, while Ken Orshal of Orshal Construction said he would gladly accept the position if offered to him. Chairman Valice asked Director Logan what she would like to do and she expressed that she would feel more comfortable with the help of a project manager. She also shared that Mr. Orshal had given her the names of three companies to ask for a “request for proposal” (“RFP”): Temperature Control, Inc.; Team Bob’s Heating, Cooling, & Plumbing; and D&W Mechanical. When Director Logan contacted these companies, D&W declined but the other two agreed to prepare proposals. She is hopeful that these RFP’s will be available for the Board to consider at the October Meeting. It was the consensus of the board to wait until after seeing the proposals to discuss hiring a project manager. Earlier in the evening, Trustee Williams had suggested the name of a person to come and give advice regarding facilities management and Chairman Valice asked her to invite him to the October Meeting. At this time it was suggested that, if he agrees to come, perhaps the RFP’s could be shared with him prior to the meeting so that he could offer his advice on the HVAC project.
- 8.6 Accepting Credit Cards: Director Logan handed out copies of the September 17, 2018, memo by Attorney Anne Seurnynck regarding payment of fees or other items by credit card. The memo basically stated that, because a county library board is not specifically listed on the list of approved organizations, “...there is no specific authority for a county library to authorize the use of credit cards for the payment of fines and fees”. However, “a county” is on the approved list. So, Director Logan plans to approach someone at the Wexford County offices about the possibility of joining in with the County’s system. Also, regarding the concern of the Board from last month’s meeting, Director Logan reported that the liability for data breaches lies with the vendor and that she was advised to have any contract reviewed by legal counsel before signing it.
- 8.7 Children’s Fines: Mrs. Jayne Walker reminded the Board that at the June 19, 2017, Board Meeting, the consensus of the Board was to try the proposed elimination

of the 5 cent daily fine for children's materials for one year and then review the effectiveness. After a short discussion about the good will generated versus the monetary loss of fines, it was the consensus of the Board to give it one more year and then review it again.

9. New Business

- 9.1 Millage Paperwork: Chairman Valice and Secretary Mackey signed the 2018 Tax Request form to be delivered to the Wexford County Clerk by Director Logan.
- 9.2 Trustee Term Limits: Trustee Williams announced that she will not seek a fourth term after her third term of service which ends on December 31, 2018. Trustee Mackey also announced that she is resigning from her position as a Library Trustee on December 31, 2018 (two years before her sixth term ends in 2020). Plans were made to honor the outgoing Trustees at the Christmas party in December. Chairman Valice suggested that the discussion about term limits be incorporated with the review of the Library's by-laws. After a short discussion the Board decided to come prepared to discuss the by-laws at October's meeting.
- 9.3 Policy Updates—Purchasing Policy: Following a short discussion, *Trustee Long moved to approve the Purchasing, Contracts, and Sales Policy as presented. The Motion was duly seconded by Trustee Jones, and with no further discussion, approved unanimously.* This new policy super cedes the previously updated policy dated March 8, 2013.
- 9.4 Investment Policy: Trustee Williams suggested that the Library have an outside investment company look into our policy and help invest Library funds. There was a short discussion, but no decision was made at this time.
- 9.5 Review of Mission and Vision Statements: Director Logan presented each Board member with the document "A Library Board's Practical Guide to Strategic Planning" and asked the Board to look it over and come prepared to discuss strategic planning at the October meeting.

10. Next Meeting: Monday, October 15, 2018 in Cadillac at 6:30 p.m.

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Jones to adjourn was duly seconded by Trustee Williams and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 8:26 p.m.

Recorded by Jayne Walker