



Minutes of the Library Board Meeting, September 18, 2023

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 6:00 p.m. on September 18, 2023, was held at the Buckley Public Library, in Buckley, Michigan. Trustees present included Lee Jones, Linda Kimbel, Lindsay Rumohr and William Swank. Trustee Carol Blake was absent. Also attending the Regular Meeting were Director Tracy Logan-Walker; CWPL employee Jayne Walker; CWPL Buckley Branch Manager Susan Utter; and Wexford County Commissioner Ben Townsend.

1. **Call to Order, Roll Call:** Chairperson Linda Kimbel called the Meeting to order at 6:00 p.m.
2. **Additions to the Agenda:** Trustee Lee Jones asked to add Item 9.5 to the Agenda. *Trustee Jones moved to approve the Agenda of the September 19, 2023, Board Meeting as amended. The Motion was duly seconded by Trustee Lindsay Rumohr and, with no further discussion, approved unanimously.*
3. **Minutes:** *Trustee Rumohr moved to approve the Minutes of the August 21, 2023, Board Meeting. The Motion was duly seconded by Trustee William Swank and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None.
6. **Director's Report:** Buckley Public Library Manager Susan Utter reported that all is going well and that the upcoming Buckley School construction would not affect the area that the Buckley Public Library occupies. Director Tracy Logan informed the Board that long-time employee, Millie Zukauskay will be retiring and she suggested that the CWPL Board issue a letter thanking Ms. Zukauskay for her many years of service. Director Logan also passed along a request from Emily Thompson, who coordinates Adult and Teen Programs, to have a blood drive during the Horror Lit Fest event in October at the Cadillac branch. After a short discussion, it was the consensus of the Board to allow the Library to host a Blood Drive as part of that program.
7. **Financial Reports/Current Bills:**
 - 7.1 **Financial Reports/Current Bills:** *Trustee Jones moved to approve the financial statements and disbursements, as per the check detail report, for August, 2023. The Motion was duly seconded by Trustee Swank and, after no further discussion, approved unanimously.*

8. Old Business:

- 8.1 Roof Update: Director Logan was excited to report that the new roof construction will start on Monday, September 25, 2023.
- 8.2 Springville Township: Director Logan related information that she received from Springville Township Deputy Clerk, Sharon Ream. Ms. Ream assured her that the Library will not have to pay a fee to use the Springville Township meeting room. However, the process to reserve and use the room is still being worked out. Ms. Ream also assured Director Logan that the Mesick Library parking lot would be salted this winter. Director Logan commented that she thinks the Springville Township Board will be asking for more money when it comes to shared utilities. The current agreement calls for CWPL to pay 40% of the utility expenses.

9. New Business:

- 9.1 Trustee Training—Chapter 8 - Facilities & Maintenance: Chairperson Linda Kimbel suggested that the chapter be broken up into two parts. Trustee Rumohr volunteered to lead a discussion in October about Library Technology and Trustee Carol Blake (in absence) was assigned Library Facilities for November.
- 9.2 Meeting Rooms Use Policy: Director Logan noted one additional change to the policy—adding “vaping” along with tobacco use. After a brief discussion, the following Motion was made: *Trustee Swank moved to approve the Meeting Room Use Policy as amended. The Motion was duly seconded by Trustee Jones and, without any further discussion, approved unanimously.*
- 9.3 Server Backup Quotes: Director Logan explained the need for a two-step process to fix the current server issues. First is the need to consolidate information unto one server (a one-time cost). Then a network backup is needed which will be a continuing process (an ongoing cost). Quotes for both services were presented from three different companies. After some discussion, the following two Motions were made:
Trustee Jones moved to accept the server consolidation bid from Allpro Technology LLC. The Motion was duly seconded by Trustee Swank and, with no further discussion, approved unanimously.
Trustee Jones moved to accept the server backup bid from Allpro Technology LLC. The Motion was duly seconded by Trustee Swank and, with no further discussion, approved unanimously.
- 9.4 Strategic Planning: Director Logan reviewed the processes involved in strategic planning. She explained that the next step is to create a planning team and requested help from a Board Member. Trustee Rumohr volunteered.
- 9.5 Trustee Lee Jones Resignation. At this time Trustee Jones informed the Board of his resignation as of 12/31/23 and expressed his enjoyment at having served on the Board for the last seven years. The other Board Members expressed their appreciation and that he would be greatly missed.

10. Next Meeting: A Regular Meeting of the Board will be Monday, October 16 2023 in Cadillac at 5:30 p.m.

11. Adjournment: There being no further business before the Board, a *Motion by Trustee Jones to adjourn was duly seconded by Trustee Rumohr and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:44 p.m.

Recorded by Jayne Walker