



## Minutes of the Library Board Meeting, September 21, 2020

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 6:05 p.m. on September 21, 2020, was held at the Mesick Library in Mesick, Michigan. Trustees present included Sandy Bengelink, Lee Jones, Vicki Long, and Brian Valice. Trustee Linda Kimbel was absent. Also attending the Regular Meeting were: Director Tracy Logan-Walker; CWPL employee Jayne Walker; Wexford County Commissioner Ben Townsend; and Mesick Library Manager, Karen Rickard.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 6:05 p.m.
2. **Additions to the Agenda:** *Trustee Sandy Bengelink moved to approve the agenda of the September 21, 2020 Board Meeting. The Motion was duly seconded by Trustee Vicki Long and, with no further discussion, the Motion was approved unanimously.*
3. **Minutes:** *Trustee Lee Jones moved to approve the Minutes of the August 17, 2020, Board Meeting. The Motion was duly seconded by Trustee Bengelink and, with no further discussion, approved unanimously.*
4. **Public Participation:** None.
5. **Communications:** None.
6. **Director's Report:** Director Tracy Logan introduced Mesick Library Branch Manager, Karen Rickard, who invited the Board members to a tour of the new Mesick Library facility. Chairman Brian Valice noted Mrs. Rickard's excitement and expressed appreciation for her work. Director Logan also informed the Board that CWPL had sold two iPad kiosks and two computer monitors.
7. **Financial Reports/Current Bills:**
  - 7.1. Financial Reports/Current Bills: *Trustee Long moved to approve the financial statements and disbursements, as per the check detail report, for the month of August, 2020. The Motion was duly seconded by Trustee Jones and, after no further discussion, approved unanimously.*
8. **Old Business:**
  - 8.1. Friends of the Library ("FOL"): Trustee Long shared that the book sales at the local farmer's market has raised about \$1,000.00. She also shared that the FOL is hoping to have a virtual book sale in December.

- 8.2. Roof Update: Director Logan reported that the bidding process will start in October.
- 8.3. Trustee By-Laws: Director Logan has received the revisions from the Library's Attorney, Anne Seuryneck and she will send them along to Chairman Valice to look over.
- 8.4. Retirement Status: Director Logan reported on her discussions with both Mike Cool, the Library's CPA, and Tony Radjenovich, a representative of Municipal Employees Retirement System ("MERS"). She clarified that, after the last employee in the Defined Benefit Plan has died, any money still left in the fund will indeed come back to the Library. She also shared that the required monthly payments by MERS are "smoothed" out and will most likely continue to increase each year. After some discussion it was the consensus of the Board to try to make monthly payments higher than the required amount in an effort to better fund the plan. Financial Coordinator, Jayne Walker, said she would work to build that into the 2021 budget.
- 8.5. Tustin Relationship: Director Logan shared that she had attended the Tustin Library Board meeting and had discussed the need for clarification of the relationship between the Tustin Library and CWPL in writing. She plans to draft a Memo of Understanding ("MOU") and then continue to discuss the specifics with the Tustin Board.

**9. New Business:**

- 9.1. Technology Equipment Budget: Director Logan explained that CWPL can get reimbursement up to 80% for eligible equipment and software that support internet infrastructure through the government E-Rate program. In order to apply for the reimbursement, the Board needs to approve those purchases which will be part of the 2021 budget. She assured the Board that if any item is not approved by the E-Rate program, it would not be purchased. *Trustee Jones moved to approve the budget for the "Category 2 Equipment & Software" portion of the 2021 Budget, with the understanding that the purchase of these items are contingent on the approval of the E-Rate program for the 80% reimbursement. The Motion was duly seconded by Trustee Bengelink, and after no further discussion, approved unanimously.*
- 9.2. Millage Report: Chairman Valice signed the 2020 Tax Rate Request form. Secretary Linda Kimbel will be contacted to get her required signature and Director Logan will take it to the Wexford County Courthouse to file it on time.

**10. Next Meeting:** Monday, October 19, 2020 *at the Buckley Library at 6:00 p.m.*

**11. Adjournment:** There being no further business before the Board, a *Motion by Trustee Long to adjourn was duly seconded by Trustee Jones and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:43 p.m.

Recorded by Jayne Walker