

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

MONDAY, APRIL 28, 2014

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
43 W. CHERRY STREET**

**Cedar Springs Public Library
Mission Statement**

The mission of the Cedar Springs Public Library is to provide quality materials and services which fulfill the educational, informational, cultural and recreational needs of our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

6:00 pm prior to meeting Board had a supper and workshop on updating Trustee Manuals

I. CALL TO ORDER

Meeting was called to order by Chair at 7 pm

II. ROLL CALL

EARLA ALBER - Chair present
VICKY BABCOCK - Vice-Chair present
KATHY BREMMER – Trustee present
BOB ELLICK – Trustee present
TONY OWEN – Secretary present
DANIELLE PHILLIPS– Trustee present
BECKY POWELL- Treasurer present

Quorum is present

III. APPROVAL OF THE AGENDA

MOTION: “Approve the Agenda with next meeting being Tuesday May 27, 2014”
made by Owen second by Phillips
Motion carried by voice vote.

IV. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic **not** on the agenda shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise.

Any citizen who wishes to speak on a topic already on the **approved** agenda will respectfully request to do so during the time of discussion of that agenda item, be recognized by the Chair, and limit your comments to two minutes, unless the chairperson deems otherwise.

Public comment was made by Kurt Mabie. He presented a letter to the Board of the Community Building Development Team with their offering to help with funding some of the site work if the Library is to be built on Main Street rather than the White Pine

Trails site. Mabie answered some questions from Board concerning commitment and possible site issues.

No other oral or written comments.

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of March 24, 2014
- B. Approval of Treasurer's Report of March 24, 2014

MOTION: "Accept the consent agenda" made by Owen second by Babcock.
Motion passed by voice vote.

VI. CORRESPONDENCE

- 1) None

VII. COMMITTEE REPORTS

- A. Personnel Committee – Job Description recommendations
Board discussed new position descriptions recommended by Committee.

MOTION: "Accept recommendations of Personnel Committee on Job Descriptions" made by Alber second by Powell.
Motion passed by voice vote. Job Descriptions will be sent to each Board member for placement in their respective Trustee Manual.

- B. Policy Committee – None

- C. Bylaw Committee –None

- D. Technology Committee – Reported to Board current provider of log in service on Library computers has gone out of business. Committee is looking into another company and will have recommendations for the Boards May 27, 2014 meeting.

- E. Finance Committee –Financial Budget/ Pay scales recommendation
Committee handed out budget material and made some recommendation to adjust budget and to set pay scales for Library staff. Committee will be working on Sec 5 of Trustee Manual to bring it up to date with current operations.

- F. Building Committee –3/25/14 meeting update
Site plans presented to Board for Main Street and Trail sites. Discussed cost estimate of operating the building on daily basis. Need information on sites to see where it is more cost effective for placement. Mr. Mabie has offered to contact the Department of Environmental Quality on behalf of the Library and discuss possibilities with them because of waterways being so close to site.

VIII. UNFINISHED BUSINESS

- A. Strategic plan review from committee
Committee met and brought to Board a draft of mission and vision. Next meeting will be in June and further progress will be brought to Board.
- B. Directors evaluation-Later in meeting under XIV Closed session
- C. Financial Budget/Pay Scales Recommendations

MOTION: "Accept the recommendation of the Finance Committee in the making of budget adjustments and pay scales for staff." Made by Babcock second by Phillips.

Motion carried by voice vote.

IX. NEW BUSINESS

- A. Report from Chair on Meeting with City
Chair discussed meeting with City about the property along Main Street and issues and concerns.

X. DIRECTOR'S REPORT

Shared pictures from recent news stories. Discussed the new website and how it is coming along.

XI. AGENDA ITEMS FOR MAY 27th MEETING

- A. Finance Committee policy recommendation changes.
- B. New Director Evaluation process
- C. Technology Committee recommendations.

XII. INFORMATIONAL ONLY

Nothing to report

XIII. BOARD COMMENT

Everyone commented thanks to those who brought food for the workshop. It all was great especially Alber's lasagna.

XIV. EXECUTIVE SESSION

- 1) Director Yearly review:
Director Clark requested a closed session for the review.

MOTION: "Go into closed session for Directors review" made by Owen second by Babcock.

Roll Call Vote

EARLA ALBER - Chair aye

VICKY BABCOCK - Vice-Chair aye

KATHY BREMMER – Trustee aye

BOB ELLICK – Trustee aye

TONY OWEN – Secretary aye

DANIELLE PHILLIPS– Trustee aye

BECKY POWELL- Treasurer aye

Ayes 7 Nays 0

Motion passes by roll call vote.

Board enters closed session at 8:59 pm

Board adjourns closed session at 10:10 pm

MOTION: "Board to return to open session" made by Ellick second by Owen
Motion approved by voice vote.

MOTION: "Personnel Committee and Phillips to meet with Clark and review all tasks within the next 60 days" made by Alber second by Babcock.
Motion passed by voice vote.

XV. ADJOURNMENT

MOTION: "Adjourn meeting" made by Phillips second by Owen
Motion approved by voice vote
Meeting ended 10:15 pm.

Next regular meeting scheduled for Tuesday May 27, 2014, 7PM at the Library

Approved by Board on May 27, 2014

Submitted by Secretary Owen

A handwritten signature in cursive script, appearing to read "A. Owen", is written over a horizontal line.