

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
MAY 23, 2016**

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 to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

II. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. Board will not respond or discuss public comments unless Chair approves.

III. APPROVAL OF THE AGENDA

IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of April 25, 2016
- B. Approval of the Financial Report of April, 2016
- C. Approval of the Minutes of Special Board meeting May 03, 2016

V. COMMITTEE REPORTS

- A. Personnel Committee – Yes
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee – Yes

VI. DIRECTOR'S REPORT

VII. UNFINISHED BUSINESS

- A. Contract for Library service between Solon Township and City of Cedar Springs and Library
- B. Review pay scales and hours
- C. Directors Salary and benefits
- D. Development Agreement with CDBT

VIII. NEW BUSINESS

IX. AGENDA ITEMS FOR MONDAY JUNE 27, 2016 MEETING

- A.
- B.

X. BOARD COMMENT

XI. ADJOURNMENT

Next regular meeting scheduled for Monday, June 27, 2016, 7PM at the Library

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
APRIL 25, 2016**

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 to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Meeting called to order by Chair at 7:00 pm

II. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. Board will not respond or discuss public comments unless Chair approves.

No oral or written comments

III. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Owen second by Babcock
Motion carried by voice vote.

IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of March 28, 2016
- B. Approval of the Financial Report of March, 2016
- C. Approval of the Minutes of Special Board meeting March 21, 2016

MOTION: "Accept consent agenda" made by Powell second by Babcock
Motion carried by voice vote.

V. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

Powell handed out to the Board current spending by City/CBDT/Library concerning new Library project.

VI. DIRECTOR'S REPORT

Director's complete report is part of Board Packet.

Director Clark highlighted some of the important projects going on including the Summer reading program activities. Summer Reading program starts June 13, 2016 and ends July 27, 2016

Nutrition and Fitness is the theme. Many local organizations and businesses have provided support again this year.

April 30, 2016 is Mother/Daughter Princess Tea Party and 48 of the seats have been signed up for.

VII. UNFINISHED BUSINESS

A. Report on progress status with New Library

Andrus has requested a meeting with the Board to pick out colors and finishes for the outside of building. Chair will notify Board of date and time.

B. License agreement with CBDT

Development Agreement is at the attorney and is expected back soon. Will be placed on the agenda for next meeting.

C. Director Evaluation

Director Clark requested a closed session for the evaluation.

MOTION: "Board to go into closed session for purpose of Director Evaluation" made by Owen second by Babcock Motion carried by voice vote

Board cleared meeting room and went into closed session at 7:14 pm

Board adjourned closed session, reopened meeting room, and returned to open session at 8:03 pm

VIII. NEW BUSINESS

No new Business considered by Board

IX. AGENDA ITEMS FOR MONDAY MAY 23, 2016 MEETING

A. Contract for Library service between Solon Township and City of Cedar Springs

B. Review pay scales and hours

C. Directors Salary and benefits

D. Development Agreement with CBDT

X. BOARD COMMENT

Board wishes Board Member Hall a Happy Birthday

Owen reminded Board members the next meeting is Monday May 23, 2016 not Tuesday. Misprint on meeting schedule notice. Director will repost with correct information.

XI. ADJOURNMENT

MOTION: "Adjourn meeting" made by Alber second by Owen

Motion carried by voice vote

Meeting adjourned 8:11 pm

Next regular meeting scheduled for Monday, May 23, 2016, 7PM at the Library

Approved by Board at the May 23, 2016 regular meeting

Signed Board Secretary Owen



CEDAR SPRINGS PUBLIC LIBRARY

SPECIAL BOARD MEETING

Meeting Minutes

May 3, 2016

6:00 pm

CEDAR SPRINGS PUBLIC LIBRARY

43 W. CHERRY STREET

Cedar Springs, MI

Special meeting

For special and irregular meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings. Library Director is to post notice. Public comment may be recognized by the chair during each new business agenda item.

I. Call to order

Meeting called to order at 6:05 pm by chair

II. Absent

Trustee Powell

III. Agenda approval

MOTION: "Approve agenda" made by Alber second by Owen
Motion carried by voice vote

IV. New business

Trustee Powell arrived 6:12 pm

- a) Discussion of new Library project and selection of product materials and colors
Andrus provided an update on new Library progress.

Handed out a packet with various colors, materials, and Board made various selections for outside of Building. Andrus will obtain samples of the selected materials so Board can make final selections. Three color and material schemes were selected.

Trustee Philips left meeting 6:48 pm

Board continued selecting materials and colors for inside the new Library building floors. Three color and material schemes were selected. Andrus will provide samples of the interior selections and colors made by Board for final selection.

V. Adjournment

MOTION: "Adjourn meeting" Alber second by Babcock

Motion carried by voice vote

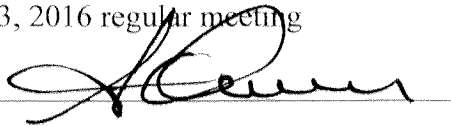
Meeting adjourned at 7:50 pm

Next regular meeting is May 23, 2016, 7 pm at the Library

Special meeting scheduled for May 24, 2016 6 pm at Andrus Architecture to make final material and color selections.

Approved by Board at the May 23, 2016 regular meeting

Signed Board Secretary Owen

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MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
MARCH 28, 2016**

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 to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Meeting called to order by Chair at 7 pm

II. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. Board will not respond or discuss public comments unless Chair approves.

No oral or written public statements.

III. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Owen second by Hall
Motion carried by voice vote

IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of February 22, 2016
- B. Approval of the Financial Report of February, 2016

MOTION: "Accept the Consent Agenda" made by Owen second by Babcock
Motion carried by voice vote

V. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –Budget report

VI. DIRECTOR'S REPORT

Friends Quilt Auction was a success raising over \$3000.00 dollars.
Summer Reading Program in preparation progress and staff becoming very busy with all the programs there will be. With many of the programs being finalized with presenters and donations of prizes.

VII. UNFINISHED BUSINESS

A. Report on progress status with New Library
Special meeting was held at Andrus last week by the Board. Many decisions made. Several items still need discussion. Security system for Library. Signage in front of Library. White Board walls possible in meeting and class rooms. It appears bids may be ready to be let next month by invitation.

B. License agreement with CBDT

MOTION: "Accept License agreement with CBDT" made by Babcock second by Powell. After discussion motion was declined by voice vote. Several changes were needed before acceptance. To be placed on next month's agenda. Phillips to send final version to Chair with any questions.

MOTION: "To authorize Chair to seek legal opinion of agreement up to a cost of \$850.00 dollars" made by Owen second by Babcock.
Motion carried Ayes 6, Nays 1

C. Director Evaluation
According to Personnel Committee evaluations are in from Board. Committee will meet and combine evaluations and bring to April Board.

VIII. NEW BUSINESS

A. Budget for 2016/2017
Treasurer Powell discussed the proposed Budget for July 1, 2016/ June 30, 2017 which will include time when the new library will be opened. Figures were conservative. Fund balance is over \$100,000.00 dollars and New Library Find is approx. \$678,000.00 dollars with contributions still coming in this budget year and next. There may need to be some small adjustments made towards the end of this budget year to balance out accounts.

MOTION: "Accept recommendation of proposed budget for 2016/2017 by Treasurer" made by Powell second by Hall.
Motion carried by voice vote

IX. AGENDA ITEMS FOR MONDAY APRIL 25, 2016 MEETING

A. Director Evaluation
B. Development Agreement

X. BOARD COMMENT

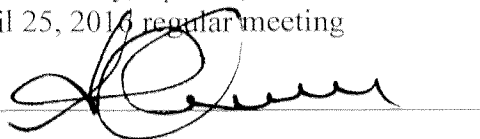
No Board Comments

XI. ADJOURNMENT

MOTION: "Adjourn the meeting" made by Babcock second by Powell
Motion carried by voice vote
Meeting adjourned at 8:22 pm

Next regular meeting scheduled for Monday, April 25, 2016, 7PM at the Library
Approved by Board at the April 25, 2016 regular meeting

Signed Board Secretary Owen



CEDAR SPRINGS PUBLIC LIBRARY

SPECIAL BOARD MEETING

Meeting Minutes

March 21, 2016

Note Time and Place

6:00 pm

Andrus Architecture

11629 Northland Dr.

Cedar Springs, MI

Special meeting

For special and irregular meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings. Library Director is to post notice. Public comment may be recognized by the chair during each new business agenda item.

I. Call to order

Meeting called to order by Chair at 6 pm

II. Absent

No members absent

III. Agenda

Motion: "Accept agenda made by Owen second by Alber
Motion carried by voice vote

IV. New business

a) Discussion of new Library project and selection of product materials

Andrus made a presentation to Board concerning the New Library and decisions were made on types of material to be used in building the building. No colors or designs were picked at this time. Board went through numerous drawings with Andrus. Much discussion on overall design on down to lighting, mechanical room and even fire protection.

b) Update of City/CSPL License agreement

Updated agreement will be in March Board packet according to Owen.
Proposed Budget for 2016/2017 will be in March Board packet according to Powell

V. Adjournment

Motion: "Adjourn meeting" made by Phillips second by Alber

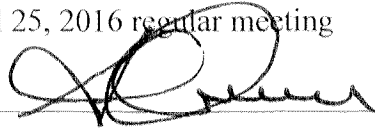
Motion carried by voice vote

Meeting adjourned at 8:40 pm

Next regular meeting is March 28, 2016, 7 pm at the Library

Approved by Board at the April 25, 2016 regular meeting

Signed Board Secretary Owen

A handwritten signature in black ink, appearing to be "Owen", written over a horizontal line.