

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY JULY 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.

**I. CALL TO ORDER**

Secretary Owen called meeting to order at 7:00 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 ELECTION OF OFFICERS**

Secretary Owen opened the floor for nominations for Board position of Chair.

Powell was nominated by Bremmer second by Babcock and accepted  
Ellick was nominated by Babcock and second by Powell and accepted  
Babcock declined nomination  
Alber declined nomination

**Motion:** “Nominations to be closed” made by Ellick second by Phillips.

Motion carried by voice vote.

Secret ballot held. Ellick won position of Board Chair by majority vote.

Elections and Meeting turned over to Chair Ellick by Secretary Owen

Chair accepted nominations for Vice-Chair

Alber was nominated by Ellick second by Phillips and accepted  
No other nominations made.

**Motion:** “Nominations to be closed” made by Ellick second by Owen.

Motion carried by voice vote.

Alber won position of Vice-Chair of Board as only nomination and by voice vote.

Chair accepted nominations for Board Secretary

Owen was nominated by Powell second by Alber and accepted

No other nominations made.

**Motion:** "Nominations to be closed" made by Alber second by Powell.

Motion carried by voice vote.

Owen won position of Board Secretary as only nomination and by voice vote

Chair accepted nominations for Board Treasurer

Powell was nominated by Owen second by Bremmer and accepted

No other nominations made.

**Motion:** "Nominations to be closed" made by Ellick second by Phillips.

Motion carried by voice vote.

Powell won position of Board Treasurer as only nomination and voice vote

#### **IV. APPROVAL OF THE AGENDA**

**Motion:** "Approve agenda" made by Alber second by Babcock.

Motion carried by voice vote

#### **V. 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.

There were no oral or written comments

#### **VI CONSENT AGENDA**

A. Approval of the Minutes of the Board meeting of June 23, 2014

B. Approval of Treasurer's Report of June 23, 2014

**Motion:** "Approve consent agenda" made by Owen second by Powell.

Motion carried by voice vote.

#### **VII. CORRESPONDENCE**

1) No correspondence was received.

#### **VIII. COMMITTEE REPORTS**

A. Personnel Committee – Director evaluation process recommendations

Phillips discussed meetings and goals reached with Director for evaluation this year. Committee will be submitting to the Board an evaluation for approval shortly

B. Policy Committee – No report

C. Bylaw Committee –No report

D. Technology Committee – New Log in program progress

Discussed new log in process. Made recommendation to purchase 3 refurbished computers.

**Motion:** "Accept recommendation of Technology Committee to purchase 3 refurbished computers" made by Babcock second by Powell.

Motion carried by voice vote.

- E. Finance Committee –Financial Budget/ Trustee manual handout  
Powell handed out the revised sec 5 of the trustee manual. No changes needed in Budget.
- F. Building Committee –meeting update  
Ellick presented a discussion of the interviews and presented a recommendation to the Board on hiring an architect.

**Motion:** ‘To accept recommendation of Building Committee to hire Robert Andrus of Andrus Architecture firm to proceed with Library building project as outlined in scope of service’ made by Owen second by Powell.

Motion carried Ayes 7, Nays 0.

Chair will arrange to have notification sent to all interviewees

## **IX. UNFINISHED BUSINESS**

- A. Strategic plan / Update and approval of new vision and mission statement

**Motion:** ‘Accept Mission and Vision Statements as recommended on June 23, 2014 by Strategic Plan Committee’ made by Powell second by Babcock.

Motion carried Ayes 7 Nays 0

- B. Recommendation for Engineer/Architect  
As indicated under Building Committee agenda item, Andrus Architecture firm has been selected to proceed with new Library building project.
- C. Report of meeting with City  
Alber reported on presentation to City Council concerning the Library’s decisions on rough plans for new Library. According to Alber, City was receptive to the plans and approved the building on City property.

## **X. NEW BUSINESS**

- A. RCDI Grant conference call July 11, 2014  
Powell reported on tele-conference concerning possibility of grant money to help fund new library plans. When applications come out more will be known of requirements.
- B. Board Chair Committee assignments  
Chair reappointed all assignments which will continue as previously assigned.
- C. Posting of meeting schedule for 2014/2015  
New meeting schedule reviewed and approved. Schedule to go from July to June from now on, same as Library fiscal year. Director will post in all appropriate places.

## **XI. DIRECTOR’S REPORT**

Clark related to the Board the success the Library has had in this year’s Summer Reading program. Handed out the new flyer on the White Pines State Park Trail. Discussed some items in Library storage. Reminded the Board of the Aug 7, 2014 get together and hopes everyone can be there. Rest of report is in Board packet.

## **XII. AGENDA ITEMS FOR SEPTEMBER 22, 2014 MEETING**

- A. Review of current status of new Library
- B. Update on Strategic Plan
- C. Directors report
- D. Personnel Committee director evaluation form
- E. Discussion of standing committee make up and responsibilities

**XIII. INFORMATIONAL ONLY**

Bremmer reminded the Board of Trustee training Sept. 12. 2014, 8:30 to 3:00 Cascade Township Branch of the Kent District Library. Director Clark was instructed to submit registration for 4 of the Board members.

**XIV. BOARD COMMENT**

Congratulation to Ellick. Thank you to Alber for her service. Babcock reminded Board of the Solon Township Market and Pet show fund raiser. Ellick thanked everyone and looked forward to a busy year with the new library project.

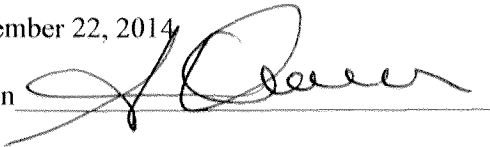
**XV. ADJOURNMENT**

**Motion:** "Adjourn meeting" made by Alber and second by Babcock.  
Motion carried.  
Meeting ended 8:55 pm

Next regular meeting scheduled for Monday September 22, 2014, 7PM at the Library  
There is no scheduled meeting for August 2014.

Approved by Board on September 22, 2014

Submitted by Secretary Owen

A handwritten signature in black ink, appearing to read "J. Owen", is written over a horizontal line. The signature is cursive and somewhat stylized.