

MINUTES

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY SEPTEMBER 22, 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 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

Chair called meeting to order at 7 pm. Trustee Powell absent.
Quorum present.

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.
No written or oral comments.

III. APPROVAL OF THE AGENDA

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

IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of July 28, 2014
- B. Approval of the Minutes of the Special Board meeting of September 09, 2014
- C. Approval of Treasurer's Report of July 28, 2014

MOTION: "Approve consent agenda. Treasurer Report needs to be signed by accountant." Made by Alber second by Bremmer. (It is noted check in question was outstanding in July.)
Motion passed with voice vote

V. CORRESPONDENCE

- 1) This section is to be removed from future agendas and placed into the Director's Report

VI. COMMITTEE REPORTS

- A. Personnel Committee – Bremmer/Babcock/Powell
Meeting was held with Director and goals were set for the rest of the year. Chair will review goals and return them with comments to Personnel Committee.

- B. Policy Committee – Motion for change in Library smoking policy.
Tabled for updating present next meeting.
- C. Bylaw Committee –No report
- D. Technology Committee – No report
- E. Finance Committee –No report

7:25 PM Treasurer Powell arrived for meeting

- F. Building Committee –no meeting update.

VII. DIRECTOR'S REPORT

Need volunteers from 5 to 7 on Friday 10-31-14. Library is still selling tickets for Red Flannel Day 10-4-14. Chair approved vacation for the Director from 10-19-14 to 11-4-14

VIII. UNFINISHED BUSINESS

No unfinished business

IX. NEW BUSINESS

- A. Review of current status of new Library
Board discussed the plans. There is a need for different windows and doors along with a change in the front entrance. Discussed placement of items and spaces inside library. Tech area and shelving along with lighting and cornices.
Chair will discuss with architect and ask them to be at next meeting.
- B. Committees Needed and Structure
Technology Committee needs to be developed more and an updated technology plan needs to be written with the new library being considered.
- C. Feet's and Seat's Request- Patricia Troost
North Kent Community Services requested the Library to host a barrel for collection of items for the Feet's and Seat's program from 11/17/2014 thru 12/06/2014. Materials will be supplied to the Library for patron information.

MOTION; "Allow a barrel from the North Kent Community Services be placed in Library to collect donations for the Feet's and Seat's program"
Made by Owen second by Alber.
Motion carried by voice vote.

X. AGENDA ITEMS FOR OCTOBER 27, 2014 MEETING

- A. Review of current status of new Library with Architect
- B. Strategic plan / Approval of new section
- C. Smoking policy update
- D. Treasurer Report's signatures and content

XI. BOARD COMMENT

Recent training Board members went to

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen second by Babcock.
Motion passed by voice vote
Meeting adjourned at 8:25 pm

Next regular meeting scheduled for Monday October 27, 2014, 7PM at the Library
Approved by Board on October 27, 2014

Submitted by Secretary Owen



MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

MONDAY OCTOBER 27, 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 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

Called to order at 7:00 pm by Chair.

Absent with notification Trustee Bremmer and Trustee Phillips

Quorum present

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.

No oral or written public comments

III. APPROVAL OF THE AGENDA

MOTION: "Approve agenda"

IV. CONSENT AGENDA

A. Approval of the Minutes of the Board meeting of September 22, 2014

B. Approval of the Treasurer's Report of August 25, 2014

C. Approval of Treasurer's Report of September 22, 2014

MOTION: "Approve Consent Agenda" made by Powell second by Alber

Motion passed by voice vote

V. COMMITTEE REPORTS

A. Personnel Committee – None

B. Policy Committee – Motion for change in Library smoking policy

C. Bylaw Committee –None

D. Technology Committee –Tech plan passed out for consideration of approval at next meeting

E. Finance Committee –Change "Treasurer Report" to "Financial Report" approved

F. Building Committee –meeting update. Chair spoke with architect and they will be at next meeting. Delineating the watershed and coring's are in process.

VI. DIRECTOR'S REPORT

Director Clark is on vacation and submitted report as usual with Board Packet

VII. UNFINISHED BUSINESS

No unfinished business

VIII. NEW BUSINESS

- A. Review of current status of new Library with Architect
Chair spoke about meeting with architect and will request he be at next meeting
- B. Strategic plan / Approval of plan

MOTION: "Approve Strategic Plan as submitted" made by Owen second by Babcock.

Motion passed by voice vote. Clean copies of plan will be available to Board for their manuals by next meeting

- D. Smoking policy update

MOTION: "Approve new Smoking Policy as submitted" made by Owen second by Babcock

Motion passed by voice vote. Board will have updated pages for manual by next meeting

- E. Treasurer Report's signatures and content

Reports are to be signed by accounting provider. Copies need to be clearer for Board to read.

IX. AGENDA ITEMS FOR NOVEMBER 24, 2014 MEETING

- A. Review of current status of new Library
- B. Approval of Technology Plan
- C. New Director Evaluation form

X. BOARD COMMENT

New Technology plan was handed out for Board to review and comment before next meeting. No other comments

XI. ADJOURNMENT

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

Motion passed by voice vote

Meeting closed at 7:30 pm

Next regular meeting scheduled for Monday November 24, 2014, 7PM at the Library
Approved by Board on November 24, 2014

Submitted by Secretary Owen

