

## MINUTES

### **CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING**

**MONDAY FEBRUARY 23, 2015**

**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**

Meeting called to order by Chair at 7 pm.  
Hall absent w/notification  
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 verbal comments.

#### **III. APPROVAL OF THE AGENDA**

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

#### **IV. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of January 26, 2015
- B. Approval of the Financial Report of December 2015
- C. Approval of the Financial Report of January 26, 2015

**Motion:** "Accept the consent agenda" made by Powell second by Owen  
Motion carried by voice vote

#### **V. COMMITTEE REPORTS**

- A. Personnel Committee – Director Evaluation form  
Presented to Board the form to be used in the evaluation of the Director. Forms are to be back to personnel committee members by March 25<sup>th</sup> 23<sup>rd</sup> meeting.  
Evaluation will be conducted at the April 27<sup>th</sup> meeting.
- B. Policy Committee – None
- C. Bylaw Committee –None
- D. Technology Committee –None
- E. Finance Committee –New draft budget 2015-2016  
Budget for 2015-2016 operations of Library was presented to the Board. Some discussion and questions answered.
- F. Building Committee – update

Presented letters and discussed DEQ issues. Check has been sent to Architect for continued progress on site plan.

**VI. DIRECTOR'S REPORT**

Reaching out to the home school students to provide library services for them. \$1000.00 donation received. Raffle tickets are going on sale for a quilt raffle.

**VII. UNFINISHED BUSINESS**

- A. Review of letter to be submitted to Meijer Foundation  
Letter to be refined more. Phillips handed out material on letter.
- B. Grant status  
Owen reported committee is to meet shortly to organize and develop goals.
- C. Director Evaluation form

**Motion:** "Accept form as presented by Personnel Committee"

**VIII. NEW BUSINESS**

- A. Review of current status of new Library
- B. Draft Budget for 2015-2016

**Motion:** "Accept Budget for 2015-2016 as presented by Finance Committee" made by Phillips second by Babcock  
Motion carried by voice vote

- C. Library Design Associates presentation  
Presentation was made to and handouts provided to the Board. Company provides services concerning the inside decorating and furniture for the new Library.

**IX. AGENDA ITEMS FOR MARCH 23, 2015 MEETING**

- A. Review of current status of new Library
- B. Directors Evaluation form
- C. Report from Grant Committee
- D. Staff training request

**X. BOARD COMMENT**

Board wishes Owen and Ellick happy birthday.  
Powell informed Board the Community Development Committee would like a volunteer Board member to go around with one of their members and make presentations to the other organizations in town.  
D. McIntyre is having surgery tomorrow.  
Chair wants Director Clark to put the draft agenda, draft minutes, and approved minutes on the website. Further information concerning Board packet will be forthcoming.

**XI. ADJOURNMENT**

**Motion:** "Adjourn meeting" made by Alber second by Owen  
Motion carried by voice vote.

Next regular meeting scheduled for Monday, March 23, 2015, 7PM at the Library

Approved by Board on March 23, 2015

Submitted by Secretary Owen

