

## MINUTES

### CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY JANUARY 26, 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

Chair called meeting to order at 7:00 pm  
Powell was 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 oral or written comments

#### III. APPROVAL OF THE AGENDA

**Motion:** "Approve agenda" made by Owen second by Phillips.  
Motion passed by voice vote.

#### IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of November 24, 2014
- B. Approval of the Financial Report of November 24, 2014
- C. Approval of the Special Board meeting minutes of January 16, 2015

**Motion:** "Approve consent agenda with changes" made by Owen second by Babcock  
Motion carried 5 Ayes, 1 Nay

#### V. COMMITTEE REPORTS

- A. Personnel Committee – Director Evaluation form  
Form is still being worked on final draft tonight
- B. Policy Committee – Smoking Policy  
New page for Trustee Manual will be put together and passed out shortly. Policy will be only definition of smoking materials as passed last October 2014 meeting.
- C. Bylaw Committee – No report
- D. Technology Committee – No report

- E. Finance Committee –New pay scales  
Because of new minimum wage laws a new pay scale is submitted to Board.
- F. Building Committee –meeting update  
New site plans presented and status of progress.

## VI. DIRECTOR’S REPORT

Clark presented a short review of the Library past activities and upcoming future events.

## VII. UNFINISHED BUSINESS

## VIII. NEW BUSINESS

- A. Review of current status of new Library with Architect  
Duane McIntyre presented a drawing to the Board the Board of site plan water issues. Still waiting on DEQ for responses on previous submissions. Looking at what may be needed for 100 year flood plain evaluation. Will ask if City will share costs. Site work is progressing but slowly because of DEQ response times.
- B. Review of letter to be submitted to Meijer Foundation  
Phillips and Clark will update letter based on recommendations of Board. Other libraries will be contacted for reference information. Owen volunteered to help be on grant writing committee between Library Board and Community Building Development Committee.
- C. Library Director Goals and Evaluation form  
Discussed form and requested some verbiage changes.

**Motion:** “Accept form with verbiage changes” made by Ellick second by Alber  
Motion carried by voice vote.

- D. New Pay Scale because of increase in minimum wage

**Motion:** “Accept new pay scales” made by Alber second by Babcock.  
Motion carried by voice vote

- E. Welcome of new Board member  
Board Chair recognized new trustee for Cedar Springs, Amy Hall, who replaces Kathy Bremmer. Many thanks to Kathy for her service.
- F. Committee assignments  
Chair announced Committee assignments  
Personnel Committee:  
    Babcock (Chair), Powell, Phillips  
Finance Committee:  
    Powell (Chair), Hall, Phillips  
By Laws Committee:  
    Alber (Chair), Babcock, Hall  
Policy Committee:  
    Owen (Chair), Clark, Yuko  
Technology Committee:  
    Owen (Chair), Clark, Nick  
Building Committee:  
    Ellick (Chair), Hamblin, Babcock, H., McIntyre, Cedar Springs City Manager

G. Lakeland Library Coop Policy Modification: Withdrawing from Cooperative Timeline

**Motion:** "Accept Resolution as submitted by Lakeland Library Coop" made by Owen second by Alber

**Ayes:** Hall, Phillips, Babcock, Alber, Owen, Ellick Nays; 0 Absent: Powell

**Resolution adopted**

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

- A. Review of current status of new Library
- B. Directors evaluation form
- C. Letter final approval for foundation

**X. BOARD COMMENT**

Chair appreciates everyone's work on their committees and welcomes Hall to the Board. Thank Owen and Babcock for their volunteering to work with the Community Building Committee grant writing work group.

**XI. ADJOURNMENT**

**Motion:** "Adjourn meeting" made by Owen second by Phillips.

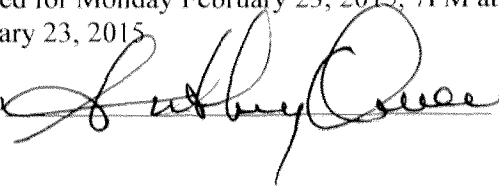
Motion carried by voice vote.

Meeting adjourned at 8:20 pm

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

Approved by Board on February 23, 2015

Submitted by Secretary Owen

A handwritten signature in black ink, appearing to read "Owen", is written over the text "Submitted by Secretary Owen". The signature is cursive and stylized.