

## MINUTES

### CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY MAY 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

Meeting was called to order by Vice Chair Alber as 7 pm  
Attending: Alber, Owen, Powell, Phillips, Hall  
Absent: Ellick, Babcock

#### 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.

Kathy Bremmer made comment to board.  
No other written or oral comments.

#### III. APPROVAL OF THE AGENDA

**Motion:** "Accept agenda as submitted" made by Powell second by Hall  
Motion carried by voice vote.

#### IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of April 27, 2015
- B. Approval of the Financial Report of April 2015

**Motion:** "Accept consent agenda as submitted" made by Powell second by Hall  
Motion carried by voice vote.

#### V. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – Working on Open Meeting Act and FOIA updates for June meeting
- C. Bylaw Committee – None
- D. Technology Committee – Library staff moving computers and wiring changes being made.
- E. Finance Committee – Recommendations on Director Pay made. Status of Debit/credit card processing given. Made recommendations on budget adjustments.
- F. Building Committee – assignment of new member-

**MOTION:** "Table this item until June meeting for further information" made by Alber second by Owen  
Motion carried by voice vote

**VI. DIRECTOR'S REPORT**

Director Clark updated Board on Summer Reading program and events coming up in that program. Staff were very pleased with training and have already made recommendations in improvements in the Library. Fire Safety training scheduled for staff.

**VII. UNFINISHED BUSINESS**

- A. Grant committee status  
Owen reminded members to fill out questionnaire and return to Owen or Babcock as soon as possible so it can be consolidated into answers for speakers kits
- B. Community Development Committee information  
CBDT has made presentations to the City of proposed projects.
- C. Recommendation for Director Pay.

**MOTION:** "Make adjustments to Budget 2014/2015 as recommended by Finance committee" made by Powell second by Owen.  
Motion carried by voice vote Ayes 5 No 0

**MOTION:** "To approve a three percent pay increase for Library Director Clark to be effective July 1, 2015" made by Powell second by Owen  
Motion carried by voice vote Ayes 5 No 0

- D. Recommendation concerning use of debit/credit cards

**MOTION:** "Table item until June meeting for further research" Made by Powell second by Hall.  
Motion carried by voice vote.

**VIII. NEW BUSINESS**

- A. Review of current status of new Library  
Current drawings did not include elevations.

**IX. AGENDA ITEMS FOR MONDAY JUNE 22, 2015 MEETING**

- A. Review of current status of new Library
- B. Approval of FOIA Policy
- C. Approval of Policy change on Open meetings.
- D. Grant committee information
- E. Community Development Committee information
- F. Review of Debit/credit card process
- G. CBDT request to be driving force behind fundraising and Library construction

**X. BOARD COMMENT**

Owen reported on training attended at City Council special meeting on FOIA, Open Meeting, and Parliamentary procedures and possible changes we will need to make to Board policies.

**XI. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by Owen second by Powell  
Motion carried by voice vote.  
Meeting adjourned at 7:45 pm

Next regular meeting scheduled for Monday, June 22, 2015, 7PM at the Library  
Approved by Board on June 22, 2015

Submitted by Secretary Owen 