

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
JANUARY 25, 2016**

**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 to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

**I. CALL TO ORDER**

**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. Board will not respond or discuss public comments unless Chair approves.

**III. APPROVAL OF THE AGENDA**

**IV. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of November 23, 2015
- B. Approval of the Financial Report of November/December 2015
- C. Minutes from Special meeting of January 4, 2016

**V. COMMITTEE REPORTS**

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

**VI. DIRECTOR'S REPORT**

**VII. UNFINISHED BUSINESS**

- A. Report on progress status with New Library

**VIII. NEW BUSINESS**

- A. Naming of New Library
- B. Who is the new Library construction representative/manager to the city council?  
What role should the CBDT play in this new Library project?
- C. Letter to Solon Township Board

**IX. AGENDA ITEMS FOR MONDAY FEBRUARY 22, 2016 MEETING**

- A.
- B.
- C.

**X. BOARD COMMENT**

**XI. ADJOURNMENT**

Next regular meeting scheduled for Monday, February 22, 2016, 7PM at the Library

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY NOVEMBER 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 Public 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 at 7 pm by chair  
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. Board will not respond or discuss public comments unless Chair approves.

K. Mabie informed the Board of the new banners and a sign which may be going up soon on the City property concerning the changes coming in the near future.

D. McIntyre informed the Board of actions taken at the recent Planning Commission and the City Council meeting and reviewed that a lot still needed to be done. The DEQ is still reviewing the application.

**III. APPROVAL OF THE AGENDA**

**Motion:** "Accept agenda" made by Owen second by Alber  
Motion carried by voice vote

**IV. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of October 26, 2015
- B. Approval of the Financial Report of October 2015
- C. No minutes from canceled Special meeting of November 2, 2015

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

**V. COMMITTEE REPORTS**

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee – None

## VI. DIRECTOR'S REPORT

Director's report is in Board packet. Director was excused from meeting.

## VII. UNFINISHED BUSINESS

### A. Report on progress status with New Library

Phillips provided information and background on what has been going on with new Library. Board discussed several options and issues along with some risks involved. Board stated they will be building the Library and have already hired an architect who will be dealing with contractors and bids and other issues in building the new Library. Once building is built it will be given to the City as a municipal building. The Library Board will then have a lease with the City to use the building.

### B. City/Library contract to build

Phillips went over the License Agreement and some issues including insurance.

Questions as to whether we have to buy our own policy or if we are covered under the City insurance policy still need to be answered. These questions did not affect the overall License and Development Agreement.

### C. Development Agreement with CBDT

A development agreement was not needed only an access agreement between CBDT and Library.

**Motion:** "Accept proposed agreement between Library and CBDT to allow Library access to City site" made by Owen second by Babcock

Motion carried Ayes 6 Nays 1

Owen will provide signed copy to CBDT.

### D. License

**Motion:** "Accept License and Development agreement with approved changes and with exhibits" made by Phillips second by Powell

Motion carried by voice vote.

City will be provided a signed copy for their consideration and action.

### E. Youcaring.com used as fundraising site.

**Motion:** "Use Youcaring.com as fundraising site for Library" made by Powell second by Hall.

Motion carried by voice vote.

## VIII. NEW BUSINESS

No new business

## IX. AGENDA ITEMS FOR MONDAY JANUARY 25, 2016 MEETING

### A. Review of PUD application

B.

C.

## X. BOARD COMMENT

Owen passed out an updated copy of Bylaws to replace current copy in Trustee manual of each Board member.

Treats are available after the meeting. Public is invited to join the Board in celebration of holidays. Board will not meet again until January.

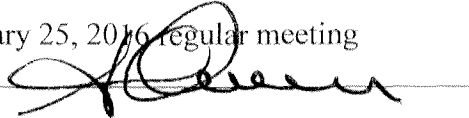
**XI. ADJOURNMENT**

**Motion:** "Adjourn meeting" made by Owen second by Powell.  
Motion carried by voice vote.  
Meeting ended 8:05 pm

Next regular meeting scheduled for Monday, January 25, 2016, 7PM at the Library

Approved by Board at the January 25, 2016 regular meeting

Signed Board Secretary Owen

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

**CEDAR SPRINGS PUBLIC LIBRARY**

**SPECIAL BOARD MEETING**

***Meeting Minutes***

January 4, 2016

7:00 pm

**CEDAR SPRINGS PUBLIC LIBRARY**

**43 W. CHERRY STREET**

Special meeting

For special and irregular meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings. Library Director posted notice January 1, 2016. Public comment may be recognized by the chair during each new business agenda item.

I. Call to order

Meeting called to order by Chair at 7:00 pm

II. Absent

No Board member absent. Quorum present

III. Agenda

**Motion:** "Accept agenda" made by Phillips second by Owen. Carried by voice vote

IV. New business

a) Discussion of new Library project

Chair called on D. McIntyre to provide the Board with an update of where the project stood and some of the current issues being addressed. (DEQ permit, Zoning issues, Flood plain, etc.)

b) PUD application summary

McIntyre addressed the current status of the project in front of the Planning Commission and the PC consideration of the rezoning at its meeting Jan 5, 2016. After the rezoning permits will be needed and evaluations conducted by City and agencies for preparation for final site approval submission.

c) Modification of City/CSPL License and Development agreement

K. Mabie was recognized by chair. Mr. Mabie provided the Board with information he had concerning CBBDT involvement in project and some of their concerns.

Mayor Hall joined the meeting. The Mayor responded to some Board questions as to process of the project. Mayor voiced the City's willingness and commitment to see the new Library be built.

**Motion:** "To approve the following changes to the License and Development Agreement.

- 1) Delete the second reference to the lease in Recital D.
- 2) Remove references to Exhibit C.
- 3) In Section 12. Change the term from 1 year to 3 years.
- 4) In Section 15. Provide a performance bond according to the amount requested by the City pursuant to the accepted bid by the Library Board.
- 5) Notice shall be given to City Manager."

Motion was made by Phillips and second by Powell.

Motion carried by voice vote.

**Motion:** "Lease term of 50 to 99 years recommended" made by Philips second by Ellick.

Motion carried by voice vote; Ayes 4, Nays 3

Copy will be sent to Acting City Manager by Secretary Owen

V. Adjournment

**Motion:** "Adjourn meeting" made by Alber second by Ellick.

Motion carried by voice vote.

Meeting adjourned at 8:12 pm

*Next regular meeting is January 25, 2016, 7 pm at the Library*

Approved by Board at the January 25, 2016 regular meeting

Signed Board Secretary Owen



## MINUTES

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

**MONDAY OCTOBER 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 Public 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 at 7 pm by Chair

#### **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.

Request was made of Board by K. Bremmer as to how much money was still left to be collected from the fundraiser.

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

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

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

- A. Approval of the Minutes of the Board meeting of September 28, 2015
- B. Approval of the Financial Report of September 2015

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

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

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee – None

#### **VI. DIRECTOR'S REPORT**

130 people attended the "1000 letters home" program. The American Legion and the CS Brewing Co. shared sponsorship. Many books were sold and a wonderful time was had by all. The Library was haunted for the Cambers Spooktacular Event from 4:30 to 7:00 pm. Donations have been coming in and there is approx. \$1000.00 still pledged



outstanding. Red Flannel Festival gave the Library a Certificate of Appreciation for its support during Red Flannel Days. Several grants are in the works and we are awaiting responses on them.

## **VII. UNFINISHED BUSINESS**

- A. Recommendation concerning use of debit/credit cards

**Motion:** "Accept Square Card as the Library debit/credit card processing program." made by Powell second by Alber.  
Motion carried by voice vote.

- B. Elevation plans review and possible approval

**Motion:** "Accept the Scheme 'C' elevation drawing" made by Owen second by Phillips  
Motion carried by voice vote.

- C. Bylaw changes for meetings

**Motion:** "Change wording in Bylaws Article III, sec. A, par 1, to;  
"The Board will meet monthly with the exceptions of August and December, when there will be no regular scheduled meeting. The Board will determine the time and dates a year in advance and post in the Library, at Cedar Springs City Hall, and at the Solon Township office."  
made by Alber second by Babcock.  
Motion carried by voice vote.

- D. City/Library contract to build

**Motion:** "Accept site plan as dated October 14, 2015 by Roosien and Associates" made by Phillips second by Powell.  
Motion carried: Ayes 6 Nays 1

Chair called a Special meeting for next Monday, November 2, 2015 at 7 pm at the Library to discuss the topic of the PUD.

Development and License agreement are tabled and rescheduled for the Library Board November 23, 2015 meeting

## **VIII. NEW BUSINESS**

- A. Type of Donor recognition

**Motion:** "Accept the top 2 designs of bricks, as presented, as representing \$50.00 and \$100.00 donations to the new Library" made by Babcock second by Powell  
Motion carried Ayes 6 Nays 1

## **IX. AGENDA ITEMS FOR MONDAY NOVEMBER 23, 2015 q MEETING**

- A. Library/City contract  
B. Development Agreement  
C. License  
D. Youcaring.com

**X. BOARD COMMENT**

Powell wants to thank Owen and Phillips for all the work they are putting into the agreements.

Phillips reminded the Board that when they attend Library functions (or other functions if allowed) to ensure a donation box for New Library and the new drawings are available to keep the project out in front of everyone.

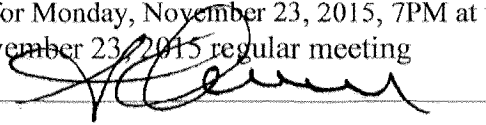
**XI. ADJOURNMENT**

**Motion:** "Adjourn meeting" made by Owen second by Alber  
Meeting adjourned at 8:05 pm

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

Approved by Board at the November 23, 2015 regular meeting

Signed Board Secretary Owen

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