

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
FEBRUARY 22, 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 January 25, 2016
- B. Approval of the Financial Report of January 2016

V. COMMITTEE REPORTS

- A. Personnel Committee – Director evaluation form
- 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 project
- B. Presentation by Andrus
- C. Discussion of Library/CBDT Development agreement

VIII. NEW BUSINESS

- A. Discussion of proposed budget for new library building
- B. Director Evaluation
- C. Tech Erate purchase

IX. AGENDA ITEMS FOR MONDAY MARCH 28, 2016 MEETING

- A. Report on progress of new Library project

X. BOARD COMMENT

XI. ADJOURNMENT

Next regular meeting scheduled for Monday, March 28, 2016, 7PM at the Library

MINUTES

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

Meeting called to order at 7:00 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.

No oral or written comments made.

III. APPROVAL OF THE AGENDA

Motion: "Approve the 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 November 23, 2015
- B. Approval of the Financial Report of November/December 2015
- C. Minutes from Special meeting of January 4, 2016

Motion: "Approve the consent agenda" made by Powell second by Hall
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

DTE grant was awarded to the Library in the amount of \$2500.00 dollars.

The First Grade Library Card Drive will end in a celebration at the Kent Theatre on March 7 and 8 for all first graders and their families. All first graders get to see "Norm of the North" for free.

There are 24 programs suggested for the Summer Reading program. Still sorting through them to determine the best ones to present this summer.

Feb 5th is Spirit Day at the Basketball game. Spirit sticks will be sold as fundraiser for the Library.

Mar 19th will be a quilt show

Teen programs are expanding and doing well

VII. UNFINISHED BUSINESS

A. Report on progress status with New Library

Architect was not available to be at the meeting. Mr. McIntyre presented an update to the Board. Current plan is to present final site plans by March 1st. Currently waiting on final approvals for drainage plans. Landscaping proposed plan has been made. Retaining wall is going to be about 70 to 90 feet. Discussed block with caps as way of recognizing donors. Board will be provided further information on costs. McIntyre discussed with Board several issues in the bidding process and several scenarios on how to obtain donations from local companies.

Motion: "Approve the use of the retaining wall blocks and cap stones to be used for plaques in recognition of donors." Made by Owen second by Powell

Motion carried by voice vote Ayes 6 Nays 1.

VIII. NEW BUSINESS

A. Naming of New Library

Motion: "The new Library building will be known as the
Cedar Springs Community Library

This is to be the name of the new building itself unless future laws or requirements dictate a change in the name. The name of the Library as an organization will still be known as the Cedar Springs Public Library." made by Powell second by Babcock
Motion carried by voice vote

B. Who is the new Library construction representative/manager to the city council?

Motion: "Accept Duane McIntyre as the contact person and project manager for the new Library building project with the City and CBDT and Library Board" made by Ellick second by Hall

Motion carried by voice vote

What role should the CBDT play in this new Library project?

Motion: "Library Board is to enter into a Development Agreement with the CBDT to initiate Phase One of PUD building of the new Library" made by Owen second by Babcock

Motion carried by voice vote

C. Letter to Solon Township Board

Motion: "Approve letter to Solon Township Board by Director Clark with corrections" made by Powell second by Babcock

Motion carried by voice vote.

IX. AGENDA ITEMS FOR MONDAY FEBRUARY 22, 2016 MEETING

- A. Working on proposed budget for new Library
- B. Development Agreement with CBDT
- C. Presentation by Andrus
- D. Director evaluation

X. BOARD COMMENT

Hall will not be in attendance at next meeting

Board wishes Alber a happy birthday

Next month Board is to start Director Evaluation

Babcock thanks everyone for all they have done to get the projects moving forward and their commitment to the new Library

Owen informed the Board they have been given new information listings of board member information. Please notify Owen if any changes are needed.

XI. ADJOURNMENT

Motion: "Adjourn meeting" made by Alber second by Owen

Motion carried by voice vote

Meeting ended 8:05 pm

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.

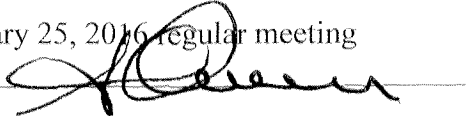
Motion carried by voice vote.

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 be "Owen", written over a horizontal line.