

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
MARCH 28, 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 February 22, 2016
- B. Approval of the Financial Report of February, 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
- B. License agreement with CBDT
- C. Director Evaluation

VIII. NEW BUSINESS

- A. Budget for 2016/2017

IX. AGENDA ITEMS FOR MONDAY APRIL 25, 2016 MEETING

- A.
- B.
- C.

X. BOARD COMMENT

XI. ADJOURNMENT

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

**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

Meeting called to order by Vice Chair at 7 pm
Absent: Hall, Phillips, Ellick (arrived 7:15 pm)

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

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 25, 2016
- B. Approval of the Financial Report of January 2016

MOYION: "Approve consent agenda" made by Owen second by Powell
Motion carried by voice vote

V. COMMITTEE REPORTS

- A. Personnel Committee – Director evaluation form
Board needs to have form back to Babcock by March 28, meeting
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VI. DIRECTOR'S REPORT

Received \$2500.00 grant from Consumers Power for the new Library. Summer Reading Program theme is Fitness and Nutrition. Fundraising continues

VII. UNFINISHED BUSINESS

- A. Report on progress status with New Library project
On March 1, 2016 Planning Commission Meeting Site Plan consideration.
McIntyre doing great and also saving money on the project.
- B. Presentation by Andrus
Board needs to meet with Andrus to pick out products for the building. (Special meeting March 21, 2016 at Andrus Office) Package should be ready by end of March beginning of April for letting for bids. Hopefully digging can start in May.
- C. Discussion of Library/CBDT Development agreement
Draft will be ready for March regular Board meeting. Board indicated they did not want an attorney to review.

VIII. NEW BUSINESS

- A. Discussion of proposed budget for new library building
Powell provided Board with look at this year's budget ending June 30, 2016.
Reviewed some concerns for the July 1, 2016 to June 30, 2017 budget. Will need to increase revenue or cut expenses to balance budget for next year. Proposed budget will be available at the March 28, 2016 regular meeting
- B. Director Evaluation
Director evaluation due back to Babcock by March 28th meeting. Electronic copy will be sent to all Board members.
- C. Tech Erate purchase
Director informed Board of a possible grant for new tech items which will need a 30 percent match.

MOTION: "Approve 30 percent match so Director can move forward with grant" made by Powell second by Ellick
Motion carried by voice vote.

IX. AGENDA ITEMS FOR MONDAY MARCH 28, 2016 MEETING

- A. Report on progress of new Library project
- B. Budget for 2016/2017
- C. Library /CBDT agreement

X. BOARD COMMENT

Babcock reminded Planning Commission meeting coming up and we need to show support

XI. ADJOURNMENT

MOYION: "Adjourn meeting" made by Owen second by Alber
Meeting adjourned at 8:06 pm

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

MINUTES

**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

Approved by Board at the February 22, 2016 regular meeting

Signed Board Secretary Owen


