

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
APRIL 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 March 28, 2016
- B. Approval of the Financial Report of March, 2016
- C. Approval of the Minutes of Special Board meeting March 21, 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.

IX. AGENDA ITEMS FOR MONDAY MAY 23, 2016 MEETING

- A.
- B.
- C.

X. BOARD COMMENT

XI. ADJOURNMENT

Next regular meeting scheduled for Monday, May 23, 2016, 7PM at the Library

MINUTES

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

Meeting called to order by Chair at 7 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 public statements.

III. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Owen second by Hall
Motion carried by voice vote

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

MOTION: "Accept the Consent Agenda" made by Owen second by Babcock
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 –Budget report

VI. DIRECTOR'S REPORT

Friends Quilt Auction was a success raising over \$3000.00 dollars.

Summer Reading Program in preparation progress and staff becoming very busy with all the programs there will be. With many of the programs being finalized with presenters and donations of prizes.

VII. UNFINISHED BUSINESS

- A. Report on progress status with New Library
Special meeting was held at Andrus last week by the Board. Many decisions made. Several items still need discussion. Security system for Library. Signage in front of Library. White Board walls possible in meeting and class rooms. It appears bids may be ready to be let next month by invitation.

- B. License agreement with CBDT

MOTION: "Accept License agreement with CBDT" made by Babcock second by Powell. After discussion motion was declined by voice vote. Several changes were needed before acceptance. To be placed on next month's agenda. Phillips to send final version to Chair with any questions.

MOTION: "To authorize Chair to seek legal opinion of agreement up to a cost of \$850.00 dollars" made by Owen second by Babcock.
Motion carried Ayes 6, Nays 1

- C. Director Evaluation
According to Personnel Committee evaluations are in from Board. Committee will meet and combine evaluations and bring to April Board.

VIII. NEW BUSINESS

- A. Budget for 2016/2017
Treasurer Powell discussed the proposed Budget for July 1, 2016/ June 30, 2017 which will include time when the new library will be opened. Figures were conservative. Fund balance is over \$100,000.00 dollars and New Library Find is approx. \$678,000.00 dollars with contributions still coming in this budget year and next. There may need to be some small adjustments made towards the end of this budget year to balance out accounts.

MOTION: "Accept recommendation of proposed budget for 2016/2017 by Treasurer" made by Powell second by Hall.
Motion carried by voice vote

IX. AGENDA ITEMS FOR MONDAY APRIL 25, 2016 MEETING

- A. Director Evaluation
- B. Development Agreement

X. BOARD COMMENT

No Board Comments

XI. ADJOURNMENT

MOTION: "Adjourn the meeting" made by Babcock second by Powell
Motion carried by voice vote
Meeting adjourned at 8:22 pm

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

MINUTES

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

Approved by Board at the March 28, 2016 regular meeting

Signed Board Secretary Owen

