

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
JUNE 27, 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 May 23, 2016
- B. Approval of the Financial Report of May, 2016
- C. Approval of the Minutes of Special Board meeting May 24, 2016
- D. Approval of the Minutes of Special Board meeting June 06, 2016
- E. Approval of the Minutes of Special Board meeting June 14, 2016

V. COMMITTEE REPORTS

- A. Personnel Committee – No
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –Yes

VI. DIRECTOR'S REPORT

VII. UNFINISHED BUSINESS

- A. Budget adjustments for 2015/2016
- B. Budget adjustments for 2016/2017
- C. Reconsider Facebook access for Library Computers
- D. Review of revised bids from Nugent and Scott for new Library
- E. Development Agreement with CBDT

VIII. NEW BUSINESS

- A. Decide on Contractor for new Library Building
- B. Discuss how to respond to contractor issues within less than 18 hours

IX. AGENDA ITEMS FOR MONDAY JULY 25, 2016 MEETING

A. Election of Officers

B.

X. BOARD COMMENT

XI. ADJOURNMENT

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

MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
MAY 23, 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 7:00 pm
Absent: Phillips
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.

Project Manager Duane McIntyre presented to the Board a status update of new Library project and where Board is at in the Bid process. Also, discussed insurances and performance bonds with Board. (On 5/24/16, Board scheduled 2 special meetings to consider and interview contractors. June 6, 3pm at the Library, June 14, 6 pm at Andrus Architect)

III. APPROVAL OF THE AGENDA

MOTION: "Accept 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 April 25, 2016
- B. Approval of the Financial Report of April, 2016
- C. Approval or the Minutes of Special Board meeting May 03, 2016

MOTION: "Accept consent agenda" made by Powell second by Alber
Motion carried by voice vote.

V. COMMITTEE REPORTS

- A. Personnel Committee – Yes
Recommendation by Chair Babcock to provide employees a 1 time .35 raise and adjust future pay scales to reflect that increase. Recommends a 3 % buyout of health insurance for Director Clark at \$369.00.

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

Treasurer Powell provided discussion on upcoming Budget adjustments to accommodate increases in payroll. Contract with Solon and City has a 6 month waiting period from time Solon informed City of Cedar Springs of wanting to terminate contract. Recommended that Board accept the pay increases and buyout as it can be covered within budget.

VI. DIRECTOR’S REPORT

Directors complete report is included in packet. Director handed out the new flyer for the reading program. Discussed the high points of the program and the many contributors to it. Discussed volunteer services provided by local organizations to the Library including the CTA cleaning up the outside grounds of Library.

VII. UNFINISHED BUSINESS

- A. Contract for Library service between Solon Township and City of Cedar Springs and Library
Chair informed Board that Solon has notified City of Cedar Springs they wish to cancel contract and initiate a new one. This process will take over 6 months because of time frames given in the current contract.

- B. Review pay scales and hours

MOTION: “Accept Personnel and Finance committee’s recommendations on employee pay raise of .35 to be effect July 1, 2016” made by Babcock second by Powell
Motion carried 5 ayes 1 nay.

- C. Directors Salary and benefits

MOTION: “Accept recommendations of Personnel and Finance committee’s on buyout of Director’s health care cost \$369.00 effective July 1, 2016” made by Babcock second by Powell
Motion carried 5 ayes 1 nay

- D. Development Agreement with CBBDT

MOTION: “Accept Development Agreement with amendments between the Cedar Springs Public Library and the Community Building Development Team pending successful posting of performance bond and purchasing of proper insurance coverage” made by Powell second by Ellick
Motion carried by voice vote.
Secretary Owen made Board indicated changes to agreement and sent it to CBBDT for their consideration and approval.

VIII. NEW BUSINESS

No new business opened

IX. AGENDA ITEMS FOR MONDAY JUNE 27, 2016 MEETING

- A. Budget adjustments 2015/2016
- B. Budget adjustments 2016/2017
- C. Library fee schedule approval 2016/2017

- D. Review bids for new Library project
- E. Reconsideration of Facebook access on Library computers

X. BOARD COMMENT

No Board comments

XI. ADJOURNMENT

MOTION: "Adjourn meeting" made by Alber second by Babcock
Motion carried by voice vote
Meeting adjourned at 8:10 pm

Next regular meeting scheduled for Monday, June 27, 2016, 7PM at the Library
Special meeting scheduled for June 6, 2016, at 6 pm, at the Library
Special meeting scheduled for June 14, 2016, at 3 pm, at Andrus Architecture

MINUTES

**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

Meeting called to order by Chair at 7:00 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 Owen second by Babcock
Motion carried by voice vote.

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

MOTION: "Accept consent agenda" made by Powell 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 – None

Powell handed out to the Board current spending by City/CBDT/Library concerning new Library project.

VI. DIRECTOR'S REPORT

Director's complete report is part of Board Packet.

Director Clark highlighted some of the important projects going on including the Summer reading program activities. Summer Reading program starts June 13, 2016 and ends July 27, 2016

Nutrition and Fitness is the theme. Many local organizations and businesses have provided support again this year.

April 30, 2016 is Mother/Daughter Princess Tea Party and 48 of the seats have been signed up for.

VII. UNFINISHED BUSINESS

- A. Report on progress status with New Library
Andrus has requested a meeting with the Board to pick out colors and finishes for the outside of building. Chair will notify Board of date and time.
- B. License agreement with CBDT
Development Agreement is at the attorney and is expected back soon. Will be placed on the agenda for next meeting.
- C. Director Evaluation
Director Clark requested a closed session for the evaluation.

MOTION: "Board to go into closed session for purpose of Director Evaluation" made by Owen second by Babcock Motion carried by voice vote

Board cleared meeting room and went into closed session at 7:14 pm

Board adjourned closed session, reopened meeting room, and returned to open session at 8:03 pm

VIII. NEW BUSINESS

No new Business considered by Board

IX. AGENDA ITEMS FOR MONDAY MAY 23, 2016 MEETING

- A. Contract for Library service between Solon Township and City of Cedar Springs
- B. Review pay scales and hours
- C. Directors Salary and benefits
- D. Development Agreement with CBDT

X. BOARD COMMENT

Board wishes Board Member Hall a Happy Birthday

Owen reminded Board members the next meeting is Monday May 23, 2016 not Tuesday. Misprint on meeting schedule notice. Director will repost with correct information.

XI. ADJOURNMENT

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

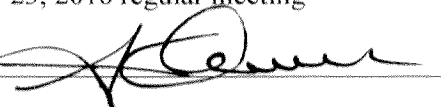
Motion carried by voice vote

Meeting adjourned 8:11 pm

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

Approved by Board at the May 23, 2016 regular meeting

Signed Board Secretary Owen



CEDAR SPRINGS PUBLIC LIBRARY

SPECIAL BOARD MEETING

Meeting Minutes

May 3, 2016

6:00 pm

CEDAR SPRINGS PUBLIC LIBRARY

43 W. CHERRY STREET

Cedar Springs, MI

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 is to post notice. Public comment may be recognized by the chair during each new business agenda item.

I. Call to order

Meeting called to order at 6:05 pm by chair

II. Absent

Trustee Powell

III. Agenda approval

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

IV. New business

Trustee Powell arrived 6:12 pm

- a) Discussion of new Library project and selection of product materials and colors
Andrus provided an update on new Library progress.

Handed out a packet with various colors, materials, and Board made various selections for outside of Building. Andrus will obtain samples of the selected materials so Board can make final selections. Three color and material schemes were selected.

Trustee Philips left meeting 6:48 pm

Board continued selecting materials and colors for inside the new Library building floors. Three color and material schemes were selected. Andrus will provide samples of the interior selections and colors made by Board for final selection.

V. Adjournment

MOTION: "Adjourn meeting" Alber second by Babcock

Motion carried by voice vote

Meeting adjourned at 7:50 pm

Next regular meeting is May 23, 2016, 7 pm at the Library

Special meeting scheduled for May 24, 2016 6 pm at Andrus Architecture to make final material and color selections.

Approved by Board at the May 23, 2016 regular meeting

Signed Board Secretary Owen

A handwritten signature in black ink, appearing to be "Owen", written over a horizontal line.