

**AGENDA**

**DRAFT**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
JULY 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**

**Secretary will call meeting 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 June 27, 2016
- B. Approval of the Financial Report of June, 2016
- C. Approval of the Minutes of Special Board meeting July 05, 2016

**V. Election of Officers**

**VI. COMMITTEE REPORTS**

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

**VII. DIRECTOR'S REPORT**

**VIII UNFINISHED BUSINESS**

- A. Budget adjustments for 2015/2016
- B. Budget adjustments for 2016/2017
- C. Property Insurance for new Library building construction

**VII. NEW BUSINESS**

A. Election of Officers reported

B. Committee Assignments

Current assignments:

Personnel and Compensation Committee:

Babcock (Chair), Powell, Phillips

Finance Committee:

Powell (Chair), Hall, Phillips

By Laws Committee:

Alber (Chair), Babcock, Hall

Policy Committee:

Owen (Chair), Clark, Yuko

Technology Committee:

Owen (Chair), Clark, Nick

Building Committee: Combined with CDBT

Ellick (Chair), Hamblin, Babcock, H., McIntyre, Cedar Springs City Manager

New committee assignments:

**VIII. AGENDA ITEMS FOR MONDAY SEPTEMBER 26, 2016 MEETING**

A.

B.

**X. BOARD COMMENT**

**XI. ADJOURNMENT**

Next regular meeting scheduled for Monday, September 26, 2016, 7PM at the Library

MINUTES

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**

Meeting called to order by Chair at 7Pm  
Treasurer Powell is absent  
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 public 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 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

**MOTION:** "Accept the consent agenda" made by Alber 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 –No-Will be available July 25, 2016 meeting

**VI. DIRECTOR'S REPORT**

Full Directors report attached to Board packet

Director Clark noted over 960 people have signed up for the Summer Reading program. Have over 330 signed up for the 8 day programs with 135 signed up for the recent Kalamazoo Nature Center program. Received a \$4000.00 donation, a capstone donation, and 50.00 from Lions Club.

**VII. UNFINISHED BUSINESS**

A. Budget adjustments for 2015/2016-Tabled until July 25, 2016 regular meeting (Ellick, Owen) passed

B. Budget adjustments for 2016/2017-Tabled until July 25, 2016 regular meeting (Ellick, Owen) passed

C. Reconsider Facebook access for Library Computers

**MOTION:** "Allow Facebook for all patrons with appropriate filters in place" made by Babcock second by Philips

Motion carried by voice vote

D. Review of revised bids from Nugent and Scott for new Library

Both rebids reviewed by Board. Scott Construction was at meeting and responded to a couple of questions the Board had about their bid. Nugent representative was not present.

E. Development Agreement with CBDT

**MOTION:** "Accept the Development Agreement with the CBDT with additions and deletions as discussed" made by Alber second by Phillips

Motion carried by voice vote.

**VIII. NEW BUSINESS**

A. Decide on Contractor for new Library Building

**MOTION:** "Accept bid of Scott Construction to build new Library building" Made by Ellick second by Babcock

Motion carried by voice vote.

Groundbreaking to be July 9, 2016 5pm

**MOTION:** "Authorize Chair to sign contract with Scott Construction" made by Owen second by Hall

Motion carried by voice vote

B. Discuss how to respond to contractor issues within less than 18 hours

**MOTION:** "Appoint three (3) Board member subcommittee to address contractor issues that need to be decided before the Board can meet in 18 hours' timeframe dictated by the Open Meetings Act. Authorize limit of no more than \$10,000.00 per incident." Made by Alber second by Hall

Motion carried by voice vote

Chair appointed: Ellick, Owen, Babcock to subcommittee with Project Manager McIntyre as a non-voting member

**IX. AGENDA ITEMS FOR MONDAY JULY 25, 2016 MEETING**

- A. Election of Officers
- B. Budget adjustments for 2015/2016
- C. Budget adjustments for 2016/2017

**X. BOARD COMMENT**

Owen indicated he had received an estimate of \$4500.00 from local insurance company for building insurance for new construction. Ellick will contact MML for an estimate. Board congratulated Scott Construction on winning the contract.

**XI. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by Alber second by Owen  
Motion carried by voice vote  
Meeting adjourned 8:21 pm

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

**CEDAR SPRINGS PUBLIC LIBRARY**  
**SPECIAL BOARD MEETING**  
***Draft Meeting Minutes***  
**July 5, 2016**  
**6:30 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 6:30 pm by Chair

II. Absent

Trustee Phillips was absent  
Quorum was present

III. Agenda approval

**MOTION:** "Approve Agenda with addition" made by Babcock second by Alber  
Motion carried by voice vote

IV. New business

- a) Accept withdrawal of Scott Construction bid.

**MOTION:** "Accept withdrawal of Scott Construction bid" made by Alber second by Powell  
Motion carried by voice vote

**MOTION:** "Withdraw authorization for Chair to sign contract with Scott Construction" Made by Alber second by Powell  
Motion carried by voice vote

- b) Discussion of new Library project and selection of replacement contractor

**MOTION:** "Accept bid of Nugent Builders as General Contractor for building the new Library building" made by Alber second by Hall  
Motion carried by voice vote.

**MOTION:** “Authorize Chair to sign contract with Nugent Builders” made by Alber second by Babcock

Notion carried by voice vote

V. Adjournment

MOTION: “Adjourn meeting” made by Babcock second by Alber

Motion carried by voice vote

Meeting adjourned at 6:35 pm

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

## MINUTES

### **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 of 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.



- 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

Approved by Board at the June 27, 2016 regular meeting

Signed Board Secretary Owen

