

## AGENDA

DRAFT

### **CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING**

**MONDAY  
SEPTEMBER 26, 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 July 25, 2016
- B. Approval of the Financial Report of July/August, 2016
- C. Approval of the Minutes of Special Board meeting August 2, 2016
- D. Approval of the Minutes of Special Board meeting August 22, 2016
- E. Approval of the Minutes of Special Board meeting September 10, 2016

#### **V. COMMITTEE REPORTS**

- A. Personnel Committee – Trustee King added as member
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee – Trustee King added as member

#### **VI. DIRECTOR'S REPORT**

#### **VII. UNFINISHED BUSINESS**

- A. Budget adjustments for 2016/2017- Tabled from July 25, 2016 regular meeting
- B. Update of Library Project-Duane McIntyre

#### **VIII. NEW BUSINESS**

- A. Payment Document for Consideration- Duane McIntyre
- B. Publishing of Board Contact information
- C. Review of colors for children's area & blinds for the library
- D. Review of disruptive patron process

E. Appeal of FOIA #004-16 fees

**IX. AGENDA ITEMS FOR MONDAY OCTOBER 24, 2016 MEETING**

A.

**X. BOARD COMMENT**

**XI. ADJOURNMENT**

Next regular meeting scheduled for Monday October 24, 2016, 7PM at the Library

**MINUTES**

**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 Owen called meeting to order at 7:00 pm  
Quorum is 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.

**III. APPROVAL OF THE AGENDA**

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

**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

**MOTION:** "Approve consent agenda" made by Hall second by Babcock  
Motion carried by voice vote

**V. ELECTION OF OFFICERS**

Secretary Owen opened floor for nominations for the position of Chair.  
Alber and Powell nominated Ellick  
Ellick accepted nomination  
There were no other nominations  
Ellick elected chair by unanimous vote

Secretary Owen turned meeting over to newly elected Chair Ellick

Chair Ellick opened nominations for the position of Vice-Chair  
Phillips was nominated but declined nomination

Babcock and Powell nominated Alber  
Alber accepted nomination  
Alber elected to the position of Vice-Chair by unanimous vote

Chair Ellick opened nominations for the position of Secretary  
Babcock and Powell nominated Owen  
Owen accepted the nomination  
There were no other nominations  
Owen elected to the position of Secretary by unanimous vote

Chair Ellick opened nominations for the position of Treasurer  
Ellick and Alber nominated Powell  
Powell accepted the nomination  
There were no other nominations  
Powell elected to the position of Treasurer by unanimous vote

#### **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**

Director report is in Board packet  
Clark brought the Board up to date on Summer reading program. Wed. 7/27  
from 2 to 4 pm the program will end with a party at Morley Park.  
From Monday to Wednesday 606 people came in to cash in their reading slips.

#### **VIII. UNFINISHED BUSINESS**

- A. Budget adjustments for 2015/2016-Tabled for next regular meeting
- B. Budget adjustments for 2016/2017

**MOTION:** "Accept budget 2016/2017 budget amendments as presented by Treasurer"  
made by Powell second by Owen  
Motion carried by voice vote

- C. Property Insurance for new Library building construction  
Need to get insurance as soon as possible. Contract with Nugent Builders is in the works and will be signed shortly. AT&T is slow in moving the pole for construction. AV issues need to be worked out with Architect. Do not change the plan for building Type of windows discussed stay with Anderson. Hygrade offered to provide concrete at \$70.00 a yard. Pavers need to be in a small area as designated by Board along with electric for lights for 2 flagpoles by corner.

#### **IX. NEW BUSINESS**

- A. Election of Officers reported  
Chair- Ellick  
Vice-Chair- Alber  
Secretary- Owen  
Treasurer- Powell

B. Committee Assignments

Current assignments: 2015/2016

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: 2016/2017

Chair has appointed everyone to their same committee and position on committee.

Personnel and Compensation Committee:

Babcock (Chair), Powell, \_\_\_\_\_

Finance Committee:

Powell (Chair), Hall, \_\_\_\_\_

By Laws Committee:

Alber (Chair), Babcock, Hall

Policy Committee:

Owen (Chair), Clark, Yuko

Technology Committee:

Owen (Chair), Clark, Nick Heinlier

Building Committee: Combined with CDBT

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

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

A. Budget adjustments for 2015/2016

B. Property Insurance for new Library building construction

**XI. BOARD COMMENT**

Phillips announced her resignation from the Board. Board wished her well and thanked her for her input and help to the Board.

**XII. ADJOURNMENT**

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

Motion carried by voice vote.

Meeting adjourned at 8:14 pm

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

**CEDAR SPRINGS PUBLIC LIBRARY**  
**SPECIAL BOARD MEETING**  
***Draft Meeting Minutes***  
**August 2, 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

Chair called meeting to order at 6:00 pm  
Quorum present: Ellick, Alber, Powell, Hall, Babcock

II. Absent

Secretary Owen, (Trustee Babcock will take minutes)

III. Agenda approval

MOTION: "Approve agenda" made by Babcock, second by Powell

IV. New business

- a) Discussion of new Library project and approval of funds for soil improvements because of lack of appropriate soil condition to build on and possible water issues.

MOTION: "Approve Option 2 as submitted by Jared Gauss of Nugent Builders Inc." Made by Powell, second by Hall.

Motion carried by voice vote. Ayes: Ellick, Babcock, Powell, Hall Nays: Alber

V. Adjournment

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

Motion carried by voice vote

Meeting adjourned at 6:15 pm

*Next regular meeting is September 26, 2016, 7 pm at the Library*

**CEDAR SPRINGS PUBLIC LIBRARY**

**SPECIAL BOARD MEETING**

***Draft Meeting Minutes***

**August 22, 2016**

**7:00 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 anytime or during each new business agenda item.

I. Call to order

Chair called meeting to order at 7:00 pm

Quorum present: Powell, Ellick, Hall, Babcock. Alber, Owen, King

II. Absent

None

III. Agenda approval

**Motion:** "Approve agenda" made by Babcock second by Powell

Motion carried by voice vote

IV. New business

Chair recognized D. McIntyre (Program Manager for Library project)

D. McIntyre provided the Board an update on the Library project and informed the Board CBDT has indicated they will pay 50,400.00 towards foundation site work. Project is coming along well and sewer, water, and other underground utilities should be going in next week.

a) Consideration of Contractor proposal motion made for foundation work.

**Motion:** "Approve option 2 as submitted by Jared Gauss of Nugent Builders" made by Powell second by Babcock

Motion carried by voice vote

(Secretary note: This item was initially to be considered at a special meeting scheduled for Aug 2, 2016. Meeting was not posted properly as Director was in a car accident and could not post meeting notice. Board was not aware of meeting not being posted until

end of meeting. Because meeting was not posted properly meeting itself is void as was any actions taken during the meeting. Item (a) scheduled for that meeting was rescheduled for this meeting.)

b) Property Insurance for new Library building construction

**Motion:** "Purchase insurance from Gephardt Insurance" made by Ellick second by Owen.

Motion carried voice vote

**Motion:** "To pay \$4500.00 dollars for insurance" made by Powell second by King  
Roll call vote: Ayes-Ellick, Alber, Powell, Owen, Babcock, King, Hall. Nays-0

Motion carried by roll call vote

c) Payment Document for consideration

**Motion:** "Authorize treasurer to pay Application and Certificate for payment bill \$113,004.00 dollars to Nugent Builders" made by Powell second by Babcock.

Motion carried by voice vote

**Motion:** "Pay 62,604.00 dollars of authorized bill to Nugent" made by King second by Ellick.

Roll call vote: Ayes-Ellick, Alber, Powell, Owen, Babcock, Hall, King Nays-0

Motion carried by roll call vote

According to Program Manager McIntyre the CBDT indicated they will pay \$50,400.00 dollars towards these costs

d) Contract change order for consideration

**Motion:** "Approve Chair to sign Contract Change order with Nugent Builders" made by Owen second by Hall

Motion carried by voice vote

Adjournment

**Motion:** "adjourn meeting" made by Alber second by Babcock

Motion approved by voice vote

Meeting adjourned 7:32 pm

*Next regular meeting is September 26, 2016, 7 pm at the Library*



**CEDAR SPRINGS PUBLIC LIBRARY**  
**SPECIAL BOARD MEETING**  
***Draft Meeting Minutes***  
**September 10, 2016**  
**9:00 am**  
**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. 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.

I. Call to order

Chair called meeting to order at 9 am  
Present: Ellick, Owen, Hall, Powell, King  
Absent: Babcock, Alber  
Quorum present  
No oral or written public comments

II. Agenda approval

Motion: "Accept the agenda" made by Owen second by Hall  
Motion carried by voice vote

III. New business

a) Request by Red Flannel Festival to hook up to Library electricity

Motion: "Allow the Red Flannel Festival to hook up to the electric power of the Library for festival purposes. Actual costs to be charged to the Red Flannel Festival" made by Owen second by Hall.

Motion carried by voice vote.

(Secretary Note: Red Flannel Festival agreed to pay costs of extra electricity used and hook up costs per email from VP Mark Laws)

Adjournment

Motion; "Adjourn meeting" made by Powell second by Ellick

Motion carried by voice vote.

Meeting adjourned at 9:04 am

*Next regular meeting is September 26, 2016, 7 pm at the Library*

## MINUTES

### **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 pledge, 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**

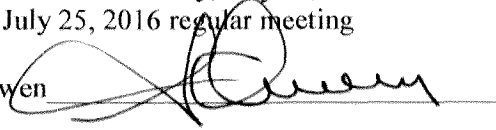
Owen indicated he had received an estimate of \$4500.00 from local insurance company for building insurance for new construction. Ellick will contact MML for an estimate. Board congratulated Scott Construction on winning the contract.

**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  
Approved by Board at the July 25, 2016 regular meeting

Signed Board Secretary Owen

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