

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
NOVEMBER 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 Board meeting October 24, 2016
- B. Approval of Financial report for October 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

Directors report is attached as part of the Board packet

VII. UNFINISHED BUSINESS

- A. Update of Library Project-Duane McIntyre

VIII. NEW BUSINESS

- A. Payment Document for Consideration - Duane McIntyre
- B. Change order approvals
- C. Replacement Board member and election of Vice-Chair
- D. CBDT Presentation on Funding – Kurt and Sue Mabie

IX. AGENDA ITEMS FOR MONDAY JANUARY 25, 2017 MEETING

- A. Payment Document for Consideration- Duane McIntyre
- B.

X. BOARD COMMENT

XI. ADJOURNMENT

Special Board meeting December 19, 2016, 7 pm at the Library

Next regular meeting scheduled for Monday January 25, 2017, 7PM at the Library

MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
OCTOBER 24, 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
Present: Ellick, Owen, Babcock, Hall, King
Absent: Powell
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.

Kathy Bremmer made oral comments and at request of Chair submitted written questions
No other oral or written comments

III. APPROVAL OF THE AGENDA

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

IV. CONSENT AGENDA

- A. Approval of the Minutes of Board meeting September 26, 2016
- B. Approval of Financial report for September 2016

MOTION: "Approve consent agenda with clerical corrections to minutes" made by Babcock second by Hall
Motion carried by voice vote

V. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – Update to FOIA and Disruptive Patron
Owen presented copies in Board packet of updated materials for approval
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VI. DIRECTOR'S REPORT

Directors report is attached as part of the Board packet.
Received a \$580.00-dollar donation in name of Jane Barker
From September 9 to today we have received \$4807.00 dollars in brick and blocks donations. This fundraising is picking up now people see the new building going up.
We have had over \$90,000.00 donated since last year.
Staff will be going to training

VII. UNFINISHED BUSINESS

- A. Update of Library Project-Duane McIntyre
Duane updated Board on status of project. Retaining wall and landscaping will be put in next spring. Windows will be put in the 2nd week of November. Metal room is being worked on and delivery is expected shortly. Bricklayers are starting and windows should be here in time for them to finish. Contractor trying to finish outside before weather changes. Per Chair the change orders and proposals are signed and complete.

VIII. NEW BUSINESS

- A. Payment Document for Consideration- Duane McIntyre

MOTION: "Payment consideration and authorize to pay \$150,138.72" made by King second by Babcock.

Motion carried by voice vote

(Secretary note: Total bill was \$184,496.40 of which CDBT will be paying \$34,357.68)

- B. Review of FOIA Fee procedure clarification

MOTION: "Accept FOIA fee procedure clarification of fee process" made by Babcock second by Hall.

Motion carried by voice vote.

(This will be added as an amendment to the FOIA Policy and FOIA Summary effective 10/24/2016.)

- C. Review of Disruptive Patron update

MOTION: "Accept update of Disruptive Behavior policy" made by King second by Babcock

Motion carried by voice vote

(This will be added to Policy manual and replace current policy effective 10/24/2016)

- D. Discussion of City offer to use council chambers for meetings
Board thanks City Manager for the generous offer but at this time declines.

- E. Discussion of Board training needs
Chair discussed training given by MML. Would prefer trainings given by certified parliamentarian. Board does not have any CEU requirements. Director will check to see if there are any trustee trainings being offered by the Library of Michigan which Board members could attend.

IX. AGENDA ITEMS FOR MONDAY NOVEMBER 28, 2016 MEETING

- A. Special meeting set for December 19, 2016 to pay bills.
- B. Replacement Board member and election of Vice-Chair

X. BOARD COMMENT

Chair requested Secretary to respond to questions presented by Bremmer as she did not feel Board had addressed them during discussion of FOIA agenda item.
No other board comment

XI. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen second by Babcock.
Motion carried by voice vote
Meeting adjourned at 7:53 pm

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

Special Board meeting scheduled for Monday December 19, 2016

Submitted by Secretary Owen

Approved by Board on _____

MINUTES

**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

Chair called meeting to order at 7:00 pm
Present: Ellick, Alber, Powell, Owen, Babcock, King, Hall
Absent: None
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.

Kathy Bremmer provided oral and written comments to the Board
Sharon Magoon provided oral comment to Board

III. APPROVAL OF THE AGENDA

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

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

MOTION: "Approve the consent agenda" made by Powell second by Babcock
Motion carried by voice vote

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

Directors complete report is included in Board Packet
Paper recycle bin is behind Library and it will be used to raise money in recycling of books. Red Flannel Queen has been selected.

VII. UNFINISHED BUSINESS

A. Budget adjustments for 2015/2016-Tabled from July 25, 2016 regular meeting

MOTION: “Approve Treasurer Powell’s recommended adjustments to the 2015/2016 Budget” made by Powell second by Babcock
Motion carried by voice vote

B. Update of Library Project-Duane McIntyre
Duane updated Board on status of new Library. They are getting ready to put roof on and work on underground plumbing Discussed issue with windows and bronze tint.

MOTION: “Use the Pella 450 series windows with E-protection” made by Alber second by Hall
Motion carried by voice vote

VIII. NEW BUSINESS

A. Payment Document for Consideration- Duane McIntyre

MOTION: “Authorize payment of \$148,184.10 for the Payment Document from Nugent Builders” made by Ellick second by Powell.
Motion carried by unanimous voice vote.

Change order for payment 1 has been signed and submitted for CBBDT to pay their portion.

B. Publishing of Board Contact information

MOTION: “To publish Board contact information” made by Alber second by Babcock
Motion **did not** carry by unanimous voice vote.

C. Review of colors for children's area & blinds for the library

MOTION: “To accept bronze colors for blinds and frames” made by Powell second by Hall.
Motion carried by voice vote

MOTION: “To make children’s area wall colors Sunny Veranda and Ange Stone” made by Powell second by Hall
Motion carried Ayes-(4) Ellick, Hall, Powell, King. Nays-(3) Owen, Babcock, Alber

D. Review of disruptive patron process

Board discussed process and referred to Policy committee to come back to next meeting with an updated process to include some increasing steps of actions to take with disruptive person.