

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
APRIL 24, 2017**

**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  
Present: Ellick, King, Powell, Owen, Hall, Babcock, Stark  
Absent: None

**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 made.

**III. APPROVAL OF THE AGENDA**

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

**IV. CONSENT AGENDA**

- A. Approval of the Minutes of Board meeting March 27, 2017
- B. Approval of Financial report for March 2017

**MOTION:** "Approve consent agenda" made by Babcock, second by Stark  
Motion carried by voice vote.

**V. COMMITTEE REPORTS**

- A. Personnel Committee – None
- B. Policy Committee – Discussion of needed policies  
Board discussed cleaning fees, deposits, rental policies, and who to rent to. No decision made. Owen, Hall, Babcock, and Dir Clark to meet and develop recommendations to Board
- 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  
Some issues still being worked on with contractor and billing

**VIII. NEW BUSINESS**

- A. Payment Document for Consideration- Duane McIntyre

**MOTION:** "Authorize payment of \$62306.20 dollars to Nugent Builders" made by Powell, second by King.

Roll Call vote; Ayes 7, Nays 0

Motion carried

- B. Change order approvals  
No change orders for approval
- C. Lease discussion  
No other questions or discussion on lease. Request Owen to ask City to include the notes memo into the lease.
- D. Consideration of CCTV and Custodial bids

**MOTION:** "Approve contract with Chris' Cleaning service for 150.00\$ dollars a week" made by Powell, second by Stark.

Motion carried by voice vote

**MOTION:** "Authorize \$3,943.95 dollars for purchase of new AIO printer for Library" made by Powell, second by Babcock

Roll Call vote: Ayes 7 Nays 0

Motion carried

Chair wants the Maintenance contract to review before approving it.

- E. Donor Recognition by Opening  
Board discussed 2-4'x8' signs with individual donors on one and business donors on the other. Duane wants to review the business sign to make sure everyone is covered.
- F. Director evaluation  
Director requested an open session for the review. Chair informed Director they could ask for the session to be closed at any time.  
Personnel and Compensation Committee Chair Babcock reviewed boards evaluation of Directors strength's and weakness's. Directors written evaluation is included as part of these minutes.

**MOTION:** "Approve recommendation of Personnel and Compensation Committee of a three 3% increase in pay for the Director" made by Powell, second by Babcock

Roll Call vote: Ayes 7 Nays 0

Motion carried

**IX. AGENDA ITEMS FOR MONDAY MAY 22, 2017 MEETING**

- A. Payment Document for Consideration- Duane McIntyre
- B. Signage and Donor recognition

C. Budget for 2017-2018

**X. BOARD COMMENT**

As this was the last meeting of the Library Board in the old Building a picture is taken of the whole Board

**XI. ADJOURNMENT**

**MOTION:** "Adjourn the meeting" made by Owen, second by Hall  
Motion carried by voice vote  
Meeting adjourned at 8:22 pm

Next regular meeting scheduled for Monday May 22, 2017, 7PM at the new Library  
107 N. Main Street, Cedar Springs, Mi 49319

Submitted by Secretary Owen 

Approved by Board on 5/22/2017