

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
AUGUST 28, 2017**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN 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. PLEDGE OF ALLEGIANCE

III. 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.

IV. APPROVAL OF THE AGENDA

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of July 24, 2017
- B. Approval of the Financial Report of July 2017

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

IX UNFINISHED BUSINESS

- A. Payment Document for Consideration- Duane McIntyre
- B. Status of Library project
- C. Transfer of Library to City-Bill of Sale/Quit Claim Deed
- D. Lease agreement with City

X NEW BUSINESS

IX. AGENDA ITEMS FOR MONDAY SEPTEMBER 25, 2017 MEETING

A.

B.

X. BOARD COMMENT

XI. ADJOURNMENT

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

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MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
JULY 24, 2017**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN 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 Secretary Owen at 7:00 pm

II. PLEDGE OF ALLEGIANCE

Starting next meeting Pledge will be recited to open all meeting

III. 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.

Mr. Womack, Cedar Springs City Manager, addressed the Board informing them the Bill of Sale and Quit Claim Deed were not ready yet for the Board to approve and sign. They should be ready by the next Board meeting.
No other comments written or oral.

IV. APPROVAL OF THE AGENDA

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

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of June 25, 2017
- B. Approval of the Financial Report of June 2017
- C. Approval of the Minutes of Special Board meeting June 30, 2017

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

VI. ELECTION OF OFFICERS

Secretary opened the election of officers by asking for nominations for Chair
Powell nominated Ellick for chair, second by King
Ellick accepted nomination
No other nominations. Nominations closed.

Motion: "Approve Ellick for Chair by unanimous vote" made by Babcock, second by Stark
Motion carried by unanimous vote.

Secretary Owen turned meeting over to newly-elected Chair Ellick

Chair opened nominations for Vice-Chair
Hall nominated Stark for Vice-Chair, second by Powell
Stark accepted nomination
No other nominations. Nominations closed

Motion: "Approve Stark as Vice-Chair by unanimous vote" made by Owen, second by Babcock
Motion carried by unanimous vote

Chair opened nominations for Treasurer
King nominated Powell for Treasurer, second by Hall
Powell accepted nomination
No other nominations. Nominations closed

Motion: "Approve Powell for Treasurer by unanimous vote" made by Owen, second by Babcock
Motion carried by unanimous vote

Chair opened nominations for Secretary
Ellick nominated Owen for Secretary, second by Babcock
Owen accepted nomination
No other nominations. Nominations closed

Motion: "Approve Owen for Secretary by unanimous vote" made by Babcock, second by Stark
Motion carried by unanimous vote.

VII. COMMITTEE REPORTS

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

VIII. DIRECTOR'S REPORT

Directors report is included as part of Board packet
1642 signed up for Reading program. Penal fines received for last year. 4 big blocks sold.
Still looking for volunteer for 1 to 3 pm shift at closing party Morley Park. Ice cream
Still looking for volunteers from 1-3pm for Reading Celebration Carnival at Morley Park.
Ice cream will be given out at 2 pm. Prizes were chosen today and will be announced at party. There has been a significant increase in Library facility and services usage.
Final payment made to Nugent Builders. Library is now paid for.

IX. UNFINISHED BUSINESS

- A. Payment Document for Consideration- Duane McIntyre
No more documents to pay.
- B. Transfer of Library to City

Motion: "Table this item until next meeting" made by Owen, second by Ellick
Motion carried by voice vote

X. NEW BUSINESS

- A. Election of Officers reported
Chair-Ellick, Vice-Chair-Stark, Treasurer-Powell, Secretary-Owen
- B. Committee Assignments
Chair reassigned everyone to their current standing committee assignments:
Personnel and Compensation Committee:
 Babcock (Chair), Powell, King
Finance Committee:
 Powell (Chair), Hall, King
By Laws Committee:
 Hall (Chair), Babcock, Stark
Policy Committee:
 Owen (Chair), Clark, Yuko
Technology Committee:
 Owen (Chair), Clark, Heimler
Temporary committee
 Capital Campaign Committee (CBDT)
 Owen, King
- C. Approval of meeting dates

Motion: "Approve meeting dates for 2018, and posting by Clark" made by Owen,
second by Hall
Motion carried by voice vote

- D. Approval of fee schedule for 2017/2018

Motion: "Approve fee schedule for 2017/2018 with approved changes" made by
Babcock, second by King.
Motion carried by voice vote

IX. AGENDA ITEMS FOR MONDAY AUGUST 28, 2016 MEETING

- A. Library status update-McIntyre
- B. Transfer building to City
- C. Sign Lease with City
- D.

X. BOARD COMMENT

Chair welcomed all new officers

XI. ADJOURNMENT

Motion: "Adjourn meeting" made by Owen, second by Babcock
Motion carried by voice vote.
Meeting ended 7:30 pm

Next regular meeting scheduled for Monday, August 28, 2017, 7PM at the Library
Submitted by Secretary Owen _____
Approved by Board _____

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
JUNE 26, 2017**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN 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 at 7 pm by Chair
Present: Ellick, Hall, King, Owen, Stark, Powell, Babcock
Absent: 0

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: "Approval of agenda" made by Babcock, second by King
Motion carried by voice vote

IV. CONSENT AGENDA

- A. Approval of the Minutes of Board meeting May 22, 2017
- B. Approval of Financial report for May 2017

MOTION: "Approve consent agenda" made by Owen, 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

VI. DIRECTOR'S REPORT

Directors report is attached as part of the Board packet.

1500 signed up for reading program. Class sessions have had to be broken into separate sessions as so many have signed up.

Reservation of Community room requested to be on next month's agenda

Janitor service terminated service as of July 1, 2017. Looking for a new service.

Library is part of the Geo caching system now.

VII. UNFINISHED BUSINESS

A. Update of Library Project-Duane McIntyre

Dean Excavating has donated \$30,000.00 in blocks and stones

Walk through with Associated Builders Construction for possible award for the building. Waiting for warranty information and drawings from Nugent.

Still to resolve issues are: Power, signage, and ice dams. Still on hold are generator, cameras, hot water recycling.

B. Budget Approval 2017/2018

MOTION: "Approved Budget for 2017/2018 as submitted" made by Powell, second by Hall.

Motion carried by voice vote.

C. Acceptance of new Solon/City contract

MOTION: "Accept completed contract extending coverage in Solon Township" made by Babcock, second by Stark

Motion carried by voice vote.

D. Approval of any adjustments to budget 2016/2017

MOTION: "Table adjustments until special meeting, at 2:00 pm, on June 30, 2017" made by Owen, second by Babcock

Motion carried by voice vote

Director Clark will post special meeting notice.

VIII. NEW BUSINESS

A. Payment Document for Consideration- Duane McIntyre

MOTION: "Approve payment of \$135,605.20 dollars to Nugent Builders" made by Babcock, second by Hall

Roll call vote: Ayes 7, Nays 0

Motion carried

B. Change order approvals

MOTION: "Accept credit of \$77,466.00 dollars from adjustments to previous change orders" made by Babcock, second by Hall

Roll call vote: Ayes 7, Nays 0

Motion carried

C. Lease agreement from City of Cedar Springs

MOTION: "Accept lease as approved by City of Cedar Springs Council" made by Babcock, second by Hall

Motion carried by voice vote

D. Transfer of Building to City paperwork

MOTION: "Table to special meeting on Friday June 30, 2017 at 2 PM" made by Ellick, second by Powell

Motion carried by voice vote

E. City improper move of Library funds

Treasurer Powell indicated the City does not have the power to move Library funds without Library Board authority. City of Cedar Springs is only holding the money per the Public Acts and acting as the Library accountant per agreement with City. Will ensure banks holding Library funds understand this relationship.

F. Millage request to bring Library funding up to 1 mill

Library Board discussed current funding and budget and determined there is no need to seek a millage request from community. Currently City of Cedar Springs contributes .87 of a mill to the Library. Solon Township provides .4 mill to the Library.

IX. AGENDA ITEMS FOR MONDAY JULY 24, 2017 MEETING

A. Payment Document for Consideration- Duane McIntyre

B. Election of officers

C. Approval of meeting dates

D. Approval of fee schedule for 2017/2018

X. BOARD COMMENT

Chair recognized Kurt Mabie for all his help.

Kurt informed Board of the programming coming about between schools and Library. CBDT wants to thank the Board for all their support and the CBDT is almost ready to move on to other projects.

King voiced her displeasure of email City Manager Womack sent to Secretary Owen, stating it was arrogant and demeaning towards Secretary Owen.

Chair Ellick was also upset with Mr. Womack and agreed with the comment of King.

Chair Ellick indicated the City Council has been great and easy to work with and expressed his gratitude for their part in helping build the Library.

XI. ADJOURNMENT

MOTION: "Adjourn the meeting" made by Owen, second by Babcock

Motion carried by voice vote

Meeting ended 8:24 pm

Next meeting is a Special Meeting scheduled for Friday June 30, 2017 at 2 pm

Next regular meeting scheduled for Monday, July 24, 2017, 7PM at the Library

Submitted by Secretary Owen 

Approved by Board on 07/24/2017

CEDAR SPRINGS PUBLIC LIBRARY

SPECIAL BOARD MEETING

t Meeting Minutes

June 30, 2017

2:00 pm

CEDAR SPRINGS PUBLIC LIBRARY

107 N MAIN STREET

Cedar Springs, MI

Special meeting

- I. For special and irregular meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings. Notice was posted by Director Clark June 27, 2017, 10:30 AM

II. Call to order

Vice Chair Hall called meeting to order at 2:06 p.m.

Turned over to Bob Ellick at 2:07 p.m.

Present: Babcock, Powell, Stark, Hall, Ellick, King

Absent: Owen

III. Pledge of Allegiance

IV. Public Comment

Any citizen who wishes to address the Library Board on any 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

V. Agenda Approval

MOTION: "Approve Agenda" made by Hall, second by Stark

Motion carried by voice vote

VI. Unfinished business

A. Approve year end bills

MOTION: "Approve Splash irrigation bill for \$4950," made by Babcock, second by Powell

Roll call vote: Ayes 6, Nays 0, Absent 1

Motion carried

MOTION: "Approve Mast Landscape bill for \$1,912.50," made by Babcock, second by Hall
Roll call vote: Ayes 6, Nays 0, Absent 1
Motion carried

B. Approve amendments to 2016-2017 Budget

MOTION: "Move \$15,709.67 from CDARS-Choice One Bank to Revenues to cover year end overage", made by Hall, second by Stark.

Discussion: Will have Darla move when it can be done without penalty. CD balance will then be \$50,811.63.

Roll call vote: Ayes 6, Nays 0, Absent 1
Motion carried

MOTION: "Approve amendments to 2016-17 budget", made by Ellick, second by Babcock
Roll call vote: Ayes 6, Nays 0, Absent 1
Motion carried

C. Conveyance agreement with City of Cedar Springs

MOTION: "Table until July meeting" made by Ellick, second by Powell

Discussion: already approved, just needs to be signed by City.

Motion withdrawn by Ellick and Powell.

D. Comment by Clark that the City of Cedar Springs voted to move 16 people from Grant library district to Cedar Springs passed at special city council meeting last night, June 29, 2017.

Comment by Clark that Penny Darling is interested in the custodial position that is opening. She will charge \$200 less than Chris and will start as soon as needed. She is a community member and is donating the \$200 difference.

VII. Adjournment

MOTION: "Adjourn meeting" made by King, second Babcock

Motion carried by voice vote

Meeting adjourned at 2:35 pm

Next regular meeting is July 24, 2017, 7 pm at the Library

Submitted by Secretary Owen 

Approved by Board: 07/24/2017