

AGENDA

DRAFT

**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

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 March 27, 2017
- B. Approval of Financial report for March 2017

V. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – Discussion of needed policies
- 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. Lease discussion
- D. Consideration of CCTV and Custodial bids
- E. Donor Recognition by Opening
- F. Director evaluation

IX. AGENDA ITEMS FOR MONDAY APRIL 24, 2017 MEETING

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

X. BOARD COMMENT

XI. ADJOURNMENT

Next regular meeting scheduled for Monday May 22, 2017, 7PM at the Library

MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
MARCH 27, 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 at 7:00 pm by Chair

Absent: Trustee King

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

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: "Approve amended agenda" Made by Babcock, second by Owen

Motion carried by voice vote

(Secretary note: Added Item F and G under new business)

IV. CONSENT AGENDA

A. Approval of the Minutes of Board meeting February 27, 2017

B. Approval of Financial report for February 2017

MOTION: "Approve consent agenda" made by Owen, second by Stark

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 –Report on 2017/2018 budget

Treasurer Powell reports the Budget for 2017/2018 is looking good. Copies were provided to Board. New employees hired and accounted for in budget. Library will be budgeted to be open 43 hours a week. Board discussed custodial care of new Library and

instructed Director to post for bids to provide custodial services by a firm. Director also to determine cost of Nick Wolf providing dispensers and paper products for new Library.

MOTION: "Hire a custodial service and need a minimum of three bids" made by Powell, second by Hall
Motion carried by voice vote

VI. DIRECTOR'S REPORT

Directors report is attached as part of the Board packet.
A second employee has been hired to help cover hours of operation. Papergator only proved an income of \$28.33. Many plans working for moving to new library.

VII. UNFINISHED BUSINESS

A. Update of Library Project-Duane McIntyre
The retaining wall has been started. CBDT has approved path around the retaining wall. Handicap ramp access has been approved. Handicap door opener/closer is being worked on. Fence will not be installed around patio. Painting and furniture placement is progressing.

VIII. NEW BUSINESS

A. Payment Document for Consideration- Duane McIntyre

MOTION: "Authorize payment of \$201,672.13 to Nugent Builders" made by Owen, second by Babcock.

Motion carried by roll call vote: Ayes 6, Nays 0. King absent

MOTION: "Approve payment of \$12,816.80 as a correction to last month's payment to Nugent Builders" made by Babcock, second by Stark

Motion carried by roll call vote Ayes 6, Nays 0. King absent

B. Change order approvals

Currently working on:

- Auto-door opener/closer cost not finalized.
- Keypads and electronic locks and card readers
- Ice Breaker fence on roof change # 20 not being approved. Will be looking at separate options.

Changes that were authorized:

- #10 Additional framing on trusses and soffits \$1922.00
- #12 Sidewalk replacement on Main St. \$2107.00
- #15 Masonry changes \$5182.00
- #16 Access panel firewalls in attic \$2141.00
- #19 Winter mason conditions \$2000.00 - \$1160.00credit=\$848.00 cost
- #22 Delete guardrail installation on patio \$758.00 credit
- #23 Keying of cylinder cores per owners request 3 keys+1 master. No cost yet

Board discussed other key arrangements.

Landscaping will be done with stone rather than mulch for longevity and less Maintenance

C. Bid considerations

No bids at this time to consider

D. Donor Recognition by Opening

Current plan is to have 2 signs in lobby acknowledging donors until permanent place can be designed

- E. Director evaluation
Babcock thanked Board for their evaluations. Director evaluation will take place next month
- F. Accept resignation from Capital Campaign Committee
Board Chair accepts Trustee Babcock resignation from Capital Campaign Committee
- G. Assign new member to Capital Campaign Committee
Board Chair assigns Trustee King to Capital Campaign Committee

IX. AGENDA ITEMS FOR MONDAY APRIL 24, 2017 MEETING

- A. Payment Document for Consideration- Duane McIntyre
- B. Consideration of custodial service bids
- C. Lease discussion
(Chair assigned Secretary Owen to meet with City and discuss lease)
- D. Consideration of CCTV bids
- E. Director Evaluation

X. BOARD COMMENT

Reminder to Board of the Gala on April 15th, at the American Legion

XI. ADJOURNMENT

MOTION: 'Adjourn meeting" made by Babcock, second by Ellick
Motion carried by voice vote
Meeting adjourned 8:36 pm

Next regular meeting scheduled for Monday, April 24, 2017, 7PM at the Library
Submitted by Secretary Owen _____
Approved by Board on _____

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
FEBRUARY 27, 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 at 7:00 pm by the Chair
Absent: Hall

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

IV. CONSENT AGENDA

- A. Approval of the Minutes of Board meeting January 23, 2017
- B. Approval of Financial report for January 2017

MOTION: "Accept consent agenda" made by Owen, second by King
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 –Discussion
 - 1. Open hours for the new library

MOTION: "I, Becky Powell, move that we have the new Cedar Springs Library open 43 hours per week. Monday thru Friday 10:00 am until 6:00 pm and on Saturday from 9:00 am until 12:00 noon" made by Powell, second by Babcock

Motion carried by voice vote.

(Secretary note: Discussion of Board that these are hours of operation for the Library proper. Rentals may be outside these hours)

2. Custodial hours

MOTION: "I, Becky Powell, move we hire custodial service for the new Cedar Springs Library eight hours per week at \$10.00 an hour" made by Powell, second by Stark

Motion carried by voice vote.

(Secretary note: Discussion of Board is the wage is based on current minimum wage and it may need to be increased if we cannot find someone to work for this wage. Also, hours may be more based on rental of community room and other needs.)

VI. DIRECTOR'S REPORT

Directors report is attached as part of the Board packet.

Director noted that Summer Reading program solicitations was moved up to February/March, due to moving to the new library. The national theme of the reading program this year is "Build a Better World," very appropriate considering our building project.

VII. UNFINISHED BUSINESS

A. Update of Library Project-Duane McIntyre

Duane informed Board there are a lot of small items which are cropping up, but are being addressed. Meeting last week was held concerning costs and proper charging of items. Several items we were given as donations and appears to be some charges placed on them by contractor so that is being sorted out. Painting and flooring may be going in next week. Looks as if the contractor will turn building over sometime in the middle to end of March.

VIII. NEW BUSINESS

A. Payment Document for Consideration- Duane McIntyre

MOTION: "Authorize payment of application #7 for \$178,869.15 to Contractor Nugent" made by Owen, second by Stark

Roll call vote: Ayes 6. Hall absent

B. Change order approvals

No change orders at this time. McIntyre needs to discuss with builder

C. Bid considerations

Nick is to provide bid for pulling wired for network. May be paid through special funding account. Hold on keycard and CCTV bids for further budgeting considerations.

D. Donor Recognition by Opening

Board discussed the set up of a temporary recognition sign for companies who have contributed and a second sign for donors. A permanent recognition display will be established at a later date.

E. Proposed modification to the Lakeland Library Cooperative Plan of Service

MOTION: " Approve resolution submitted by Lakeland Library Cooperative in the changing of selection method for members of committee to represent libraries" made by Babcock, second by King.

Rollcall vote: Ayes-6, Hall absent

Motion carried. Chair and Secretary signed form to be sent back to Lakeland Library.

IX. AGENDA ITEMS FOR MONDAY MARCH 27, 2017 MEETING

A. Payment Document for Consideration- Duane McIntyre

B. Director Evaluation

X. BOARD COMMENT

Babcock handed out Evaluation forms and requested they be back as soon as possible so Personnel and Compensation Committee can meet on it.

King informed Board of a seminar online concerning foundation groups.

King let Board know she will not be at next meeting.

XI. ADJOURNMENT

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

Motion carried by voice vote

Meeting adjourned at 8:58 pm

Next regular meeting scheduled for Monday March 27, 2017, 7PM at the Library

Submitted by Secretary Owen AO

Approved by Library Board

3/27/17