

**AGENDA**

**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**

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

**V. ELECTION OF OFFICERS**

**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**

**VIII UNFINISHED BUSINESS**

- A. Payment Document for Consideration- Duane McIntyre
- B. Transfer of Library to City

**IX. NEW BUSINESS**

A. Election of Officers reported

B. Committee Assignments

Current 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

Capital Campaign Committee (CBDT)

Owen, King

C. Approval of meeting dates

D. Approval of fee schedule for 2017/2018

**X. AGENDA ITEMS FOR MONDAY AUGUST 28, 2016 MEETING**

A.

B.

**XI. BOARD COMMENT**

**XII. ADJOURNMENT**

Next regular meeting scheduled for Monday, August 28, 2017, 7PM at the Library

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**

***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

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
MAY 22, 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**

Chair called meeting to order at 7:00 pm  
Present: Ellick, Owen, Babcock, Powell, King  
Absent: Hall, Stark

**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.

Rose Powell addressed the Board about there being a need for a barrier to prevent cars from driving down the path behind Library. Chair thanked Rose for her concerns and said CBDT and City should be informed of this as it is not under Library control.  
No other written or oral comments

**III. APPROVAL OF THE AGENDA**

**MOTION:** "Approve agenda" made by Owen, second by Powell  
Motion carried by voice vote

**IV. CONSENT AGENDA**

- A. Approval of the Minutes of Board meeting April 24, 2017
- B. Approval of Financial report for April 2017

**MOTION:** "Approve consent agenda" made by Powell, 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 – Discussed money spent on construction, currently working on final billing figures with CBDT and City. Various signs are still needed and ensuring all credits are properly applied

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

Directors report is attached as part of the Board packet.

No questions on Directors report. Summer Reading program to kick off shortly. Handout on program given to Board.

## **VII. UNFINISHED BUSINESS**

- A. Update of Library Project-Duane McIntyre  
Currently working on landscaping of Library grounds. Will have hydro mulch applied shortly. Working with landscaper to install all the plants. Concrete for pads for benches and other fixtures being poured shortly. Director will be getting a folder from Nugent with all warranties and owner manuals. Certificate of completion was issued April 17, 2017 which means building is now the Library's.

- B. Lease agreement with City

**MOTION:** "Approve lease "with change in term to read "term of 3 years with right to renew at that time" as only change and the rest approved as written" made by Powell, second by Babcock.

Motion carried by voice vote

- C. Budget Approval 2017-2018

**MOTION:** "Table budget for June meeting" made by Babcock, second by Ellick

Motion carried by voice vote.

## **VIII. NEW BUSINESS**

- A. Payment Document for Consideration- Duane McIntyre

**MOTION:** "Approve \$2309.00 dollars for payment to Shaner Nursery" made by King, second by Powell

Roll call vote: Ayes 5, Nays 0, Absent 2

Motion carried

**MOTION:** "Approve \$1080.00 dollars for payment to Almighty Concrete" made by Powell, second by King

Roll call vote: Ayes 5, Nays 0, Absent 2

Motion carried

**MOTION:** "Approve \$49219.80 for payment to Nugent Construction for monthly draw"  
Made by Babcock, second by Owen

Roll call vote: Ayes 5, Nays 0, Absent 2

Motion carried

- B. Change order approvals

There were a couple change orders that had come through but McIntyre was not agreeing to them so they were not present to Board for approval.

- C. Rental agreement Policy

**MOTION:** "Approve rental agreement as rewritten by Board" made by Owen,

second by Babcock.  
Motion carried by voice vote  
(Secretary note: Powell kept track of changes and will send a clean copy to  
Director for use and posting on website)

**IX. AGENDA ITEMS FOR MONDAY JUNE 26, 2017 MEETING**

- A. Payment Document for Consideration- Duane McIntyre
- B. Budget approval for 2017/2018
- C. Receipt of new contract between Solon and City concerning coverage area increase

**X. BOARD COMMENT**

Happy birthday to Powell and Stark. Cookies and drink available.

**XI. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by Babcock, second by King  
Motion carried by voice vote.  
Meeting ended at 8:59 pm

Next regular meeting scheduled for Monday June 26, 2017, 7PM at the Library  
Submitted by Secretary Owen   
Approved by Board on June 26, 2017