

AGENDA

DRAFT

**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**

**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 May 22, 2017
- B. Approval of Financial report for May 2017

**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
- B. Budget Approval 2017/2018
- C. Acceptance of new Solon/City contract
- D. Approval of any adjustments to budget 2016/2017

**VIII. NEW BUSINESS**

- A. Payment Document for Consideration- Duane McIntyre
- B. Change order approvals
- C. Lease agreement from City of Cedar Springs
- D. Transfer of Building to City
- E. City improper move of Library funds

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

**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**

**XI. ADJOURNMENT**

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

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

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