

AGENDA

DRAFT

**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

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 April 24, 2017
- B. Approval of Financial report for April 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. Lease agreement with City
- C. Budget Approval 2017-2018

VIII. NEW BUSINESS

- A. Payment Document for Consideration- Duane McIntyre
- B. Change order approvals
- C. Rental agreement Policy

IX. AGENDA ITEMS FOR MONDAY JUNE 26, 2017 MEETING

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

X. BOARD COMMENT

XI. ADJOURNMENT

Next regular meeting scheduled for Monday June 26, 2017, 7PM at the Library

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

MINUTES

**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 - \$1160.00 credit=\$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 *AO*
Approved by Board on _____ April 24, 2017 _____