

**AGENDA**

**DRAFT**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
JANUARY 23, 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 November 28, 2016
- B. Approval of Financial report for November and December 2016
- C. Approval of the Minutes of Special Board meeting December 19, 2016

**V. COMMITTEE REPORTS**

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

**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. Strategic Plan review
- D. Budget amendments

- IX. AGENDA ITEMS FOR MONDAY <sup>Feb 27</sup> JANUARY 25, 2017 MEETING**  
A. Payment Document for Consideration- Duane McIntyre  
B.

**X. BOARD COMMENT**

**XI. ADJOURNMENT**

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

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
NOVEMBER 28, 2016**

**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**

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

Council member Rose Ellen Powell addressed the Board and thanked them for their commitment and dedication to the Library

No other written or oral comments

**III. APPROVAL OF THE AGENDA**

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

**IV. CONSENT AGENDA**

- A. Approval of the Minutes of Board meeting October 24, 2016
- B. Approval of Financial report for October 2016

**MOTION:** "Accept the consent agenda" made by Powell, second by Owen  
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 –Treasurer Powell discussed the budget and the issues with current reports. Reports will be corrected for next meeting. New City treasurer is updating Library accounts.

**VI. DIRECTOR'S REPORT**

Directors report is attached as part of the Board packet.

Functions involved and upcoming: Merry Christmas ornaments, Gingerbread House making, Santa will be here for Story Time 12/16, Pictures with Santa on 12/20. Participating with Kent Theater and Chamber adding a Readers Theater to Christmas program, KDL and Library participating at the Brewery for Book Club 11/29 at 6:30 pm. Friends Book sale totaled \$375.00 dollars.

**VII. UNFINISHED BUSINESS**

- A. Update of Library Project-Duane McIntyre  
Landscaping will be next spring. Repairing sidewalks (will be notifying City) Concrete work almost done. First coat on parking lot.

**MOTION:** “Redo sidewalks as needed up to \$5000.00 dollars” made by Powell, second by Hall  
Motion carried by voice vote.

**VIII. NEW BUSINESS**

- A. Payment Document for Consideration- Duane McIntyre

**MOTION:** “Approve \$2460.00 for Andrus Architecture” motion made by Powell, second by Babcock  
Motion carried by voice vote

**MOTION:** “Authorize \$209,616.30 total Payment consideration minus \$11,501.82 to be billed to CBDT leaving balance \$198,114.48. Approve \$198,114.48 for Library to pay” made by Owen, second by King.  
Motion carried by unanimous voice vote.

- B. Change order approvals

Table Change order for network wiring.

Duane is to speak with Nugent and seek outside bids.  
006 Furniture shelving change approx. \$5134.00 dollars to be paid 12/19/16  
003 Adjustment on Book drop box approx. \$1600.00  
Change order concerning foam under floor will be reviewed by Duane.

**MOTION:** “Approve current change orders” made by Babcock, second by King  
Motion carried by voice vote

- C. Replacement Board member and election of Vice-Chair  
No replacement Board picked by City to replace Alber

**MOTION:** “Nominate Hall to be Vice Chair for remainder of Alber’s Vice-Chair term” made by Ellick, second by Babcock  
No other nominations  
Motion carried by unanimous voice vote

- D. CBDT presentation on Funding- Kurt and Sue Mabie  
Kurt discussed funding for the Library and what CBDT has already approved. As things are speeding up would like the Library, CBDT, and City to meet on a regular basis to ensure bills are not being paid twice and funds are being applied to proper Library building accounts. Treasurer will arrange a regular meeting time with City and CBDT to discuss funding and billing.

**IX. AGENDA ITEMS FOR MONDAY JANUARY 25, 2017 MEETING**


- A. Payment Document for Consideration- Duane McIntyre  
B. Change orders Duane McIntyre  
C. Budget report from Treasurer

**X. BOARD COMMENT**

Thanks to Duane for all his hard work on the project

**XI. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by King, second by Babcock  
Motion carried by voice vote  
Meeting adjourned at 7:58 pm

Special Board meeting December 19, 2016, 7 pm at the Library  
Next regular meeting scheduled for Monday January 23, 2017, 7PM at the Library  
Submitted by Secretary Owen   
Approved by Library Board January 23, 2017

**CEDAR SPRINGS PUBLIC LIBRARY**

**SPECIAL BOARD MEETING**

*Draft Meeting Minutes*

**December 19, 2016**

**7:00 pm**

**CEDAR SPRINGS PUBLIC LIBRARY**

**43 W. CHERRY STREET**

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. Library Director is to post notice.

- II. Call to order

Meeting called to order by Chair at 7:00 pm

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

Absent: None

- III. 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 from public

- IV. Agenda Approval

MOTION: "Approve agenda" made by King, second by Babcock

Motion carried by voice vote

- V. Unfinished business

- A. Update on new Library project-Duane McIntyre

Drywall going up. Steel roof should be here this week and installed. Inside the drop areas came out looking nice. Brick layers are still working. Duane went over the bills with Board. Change order on front entrance should be on hold. Have not received anything on Board's request to rebid network wiring. Board rejected previous bid.

- B. Updated budget report-Powell

Treasurer Powell went over budget. Our CD needs to be cashed to pay contractor bill. Powell introduced Board to new City Treasurer, Darla Falcon. A committee

has been established with Board, City, CDBT, and Director Clark to meet monthly before Board meetings to go over contractor bills to ensure coverage and appropriate charges are being billed. Budget amendments are almost completed. Powell will bring amendments to January meeting in time to have City review.

VI. New business

A. Approval of Payment Document for Consideration

MOTION: "To authorize and pay \$159,893.10 for Payment Document submitted by Nugent" made by Powell, second by Hall

Motion carried by roll call vote: Ayes 7, Nays 0

B. Approval of any change orders

Currently no change orders presented for Board approval

C. Approval to cash and move \$125,000 CD to the Building Fund

MOTION: "To cash \$125,000.00 CD and place funds in Building fund" made by Powell, second by Owen.

Motion carried by roll call vote: Ayes 7, Nays 0.

D. Approve Board Meeting Schedule 2017

MOTION: "To post scheduled Board meetings by the calendar year" made by Ellick, second by Stark

Motion carried by voice vote.

Secretary note: Future schedule will be posted by Director after Election of officers in July per the Open Meetings Act. Schedule will run from January through December with no months off. Director will post the 2017 schedule starting with the Board meeting in January 2017.

MOTION: "Adopt the recommended changes to the Board's By-Laws Article III, sec A, Item 1, "made by Owen, second by Babcock

Motion carried by voice vote

**Article III**

**Duties of the Library Board of Trustees & Officers**

**A. Duties of the Board**

1. The Board will meet monthly. The Board will determine the time and dates by calendar year in advance. The schedule will be posted within 10 days of the July election of officers meeting. Posting will be at the principal office of the Library, at Cedar Springs City Hall, and at the Solon Township office.
2. If a board member cannot attend a meeting, notification must be submitted to the chairperson and/or the Library Director prior to the meeting.
3. The Library will use the City of Cedar Springs fiscal year as its official fiscal year.

**VII. Adjournment**

Board welcomes Mr. Stark to the Board.

Mayor Hall thanked the Board for their service and indicated he had received 5 requests to be appointed to the Library Board.

Lite snacks are available after the meeting

MOTION: "Adjourn meeting" made by Owen, second by Hall  
Meeting adjourned at 7:46 pm

Next regular meeting is January 23, 2017, 7 pm at the Library

Submitted by Secretary Owen 

Approved by Library Board January 23, 2017