

AGENDA

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

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

VIII. NEW BUSINESS

- A. Payment Document for Consideration- Duane McIntyre
- B. Change order approvals
- C. Bid considerations
- D. Donor Recognition by Opening
- E. Director evaluation
- F. Resignation V. B.
- G. Appoint LK

- 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 April 24, 2017, 7PM at the Library

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 *JO*

Approved by Library Board

3/27/17

MINUTES

**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

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

No oral or written comments.

III. APPROVAL OF THE AGENDA

MOTION: "Approve corrected agenda" made by Babcock second by Owen
Motion approved by voice vote
(Secretary note: Date of next meeting was incorrect)

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

MOTION: "Accept consent agenda" made by Powell second by Hall
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 – Budget adjustments

Powell presented updated budget and format. Easier to read and follow. Also, informed Board Chase One had waived fees on cashed in CD.

VI. DIRECTOR'S REPORT

Directors report is attached as part of the Board packet.
Working on the "gap" items such as furniture kitchen appliances etc.
Networking bids are still in bid process.

VII. UNFINISHED BUSINESS

- A. Update of Library Project-Duane McIntyre
Drywall going up. Landscaping will be in spring. Roof should be installed shortly.
Brick work almost complete. Need to decide on security system. Looks like
scheduled for March 31, 2017 as completion date.

VIII. NEW BUSINESS

- A. Payment Document for Consideration- Duane McIntyre

MOTION: "Authorize payment of \$285,980.12 dollars to Nugent Builders? Made by
Powell second by Hall

Roll call vote: Ayes 6, Nays 0

- B. Change order approvals
No change orders this meeting

- C. Strategic Plan review

MOTION: "Table Strategic plan until after the new Library is opened and a new plan
can be developed" made by Owen second by Babcock

Motion carried by voice vote

- D. Budget amendments
No budget amendments this meeting. New format and explanation provided Board
members.

MOTION: "Accept new budget format as official reporting" made by Powell second by
Babcock

Motion carried by voice vote.

IX. AGENDA ITEMS FOR MONDAY FEBRUARY 27, 2017 MEETING

- A. Payment Document for Consideration- Duane McIntyre

X. BOARD COMMENT

Hall: Will be in Florida for next meeting. Kudos to Powell for wonderful work on
Budget.

Owen: Board needs to determine when grand opening will be so plans can be made.
Library is scheduling right now for a soft opening in April after the building is turned
over to us and the move. Dates depend on construction.


XI. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen second by Ellick"

Motion carried by voice vote.

Meeting adjourned at 7:57 pm

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

Submitted by Secretary Owen 

Approved by Board on February 27, 2017