

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
SEPTEMBER 25, 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. PLEDGE OF ALLEGIANCE

III. 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.

IV. APPROVAL OF THE AGENDA

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of August 28, 2017
- B. Approval of the Financial Report of August 2017

VI. COMMITTEE REPORTS

- A. Personnel Committee – Discussion concerning staffing
- B. Policy Committee – Discussion concerning policy responsibility
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VII. DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

- A. Status of Library project- Duane McIntyre
 - 1. Permanent Occupancy Permit
 - 2. Warranty materials

IX. NEW BUSINESS

X. AGENDA ITEMS FOR MONDAY OCTOBER 23, 2017 MEETING

- A.
- B.

XI. BOARD COMMENT

XII. ADJOURNMENT

Next regular meeting scheduled for Monday, October 23, 2017, 7PM at the Library

MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
AUGUST 28, 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 the meeting to order at 7:00 pm
Present: Ellick, Hall, King, Owen, Babcock, Powell
Absent: Stark

II. PLEDGE OF ALLEGIANCE

Pledge led by Chair

III. 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.

Duane McIntyre addressed Board with information concerning walkway grading and paving delayed until September.

IV. APPROVAL OF THE AGENDA

MOTION: "Approve Agenda" made by Powell, second by King
Motion carried by voice vote

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of July 24, 2017
- B. Approval of the Financial Report of July 2017

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

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

Director's report is attached to Board packet. Director informed Board of a new Trustee training coming up in October at KDL. Flyers handed out to Board.

IX UNFINISHED BUSINESS

A. Payment Document for Consideration- Duane McIntyre

Mr. McIntyre stated there are no more payment documents. Library is paid off.

B. Status of Library project

Mr. McIntyre updated the Board on bids and seeking costs for ice-breakers on roof. Warranty materials still being requested from Nugent Builders. Bricks are being ordered and installation is being planned. Brass plates for wall are being made.

C. Transfer of Library to City-Bill of Sale/Quit Claim Deed

MOTION: "Approve City supplied Real Estate Conveyance Agreement with the correct name of CBDT to be used" made by King, second by Hall

Motion carried by voice vote

MOTION: "Approve City supplied Quit Claim Deed with correct name of CBDT to be used" made by Powell, second by Hall

Motion carried by voice vote

MOTION: "Authorize Library Board Chair Ellick to sign for the Library Board the City supplied Real Estate Conveyance Agreement, Quit Claim Deed, and Lease between City of Cedar Springs and the Cedar Springs Public Library" made by Owen, second by Powell

Motion carried by voice vote

D. Lease agreement with City

Board has previously approved lease and will be signing it with City on Wednesday August 30, 2017, at 2:00 pm, at the Library, in the Community room.

X NEW BUSINESS

No new business considered by the Board.

IX. AGENDA ITEMS FOR MONDAY SEPTEMBER 25, 2017 MEETING

A. No items at this time, but can be added later

X. BOARD COMMENT

Board discussed the staffing situation at the Library including hours Director is putting in. Personnel and Compensation Committee and Finance Committee will be meeting to discuss possible solutions and make recommendation back to Board.

XI. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen, second by Babcock

Motion carried by voice vote

Meeting adjourned at 7:37 pm

Next regular meeting scheduled for Monday, September 25, 2017, 7PM at the Library

MINUTES

**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

Meeting called to order by Secretary Owen at 7:00 pm

II. PLEDGE OF ALLEGIANCE

Starting next meeting Pledge will be recited to open all meeting

III. 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.

Mr. Womack(,) Cedar Springs City Manager, addressed the Board informing them the Bill of Sale and Quit Claim Deed were not ready yet for the Board to approve and sign. They should be ready by the next Board meeting.
No other comments written or oral.

IV. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Babcock, second by King
Motion carried by voice vote

V. 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

MOTION: "Approve consent agenda" made by Powell, second by Babcock
Motion carried by voice vote

VI. ELECTION OF OFFICERS

Secretary opened the election of officers by asking for nominations for Chair
Powell nominated Ellick for chair, second by King
Ellick accepted nomination
No other nominations. Nominations closed.

Motion: "Approve Ellick for Chair by unanimous vote" made by Babcock, second by Stark
Motion carried by unanimous vote.

Secretary Owen turned meeting over to newly-elected Chair Ellick

Chair opened nominations for Vice-Chair
Hall nominated Stark for Vice-Chair, second by Powell
Stark accepted nomination
No other nominations. Nominations closed

Motion: "Approve Stark as Vice-Chair by unanimous vote" made by Owen, second by Babcock
Motion carried by unanimous vote

Chair opened nominations for Treasurer
King nominated Powell for Treasurer, second by Hall
Powell accepted nomination
No other nominations. Nominations closed

Motion: "Approve Powell for Treasurer by unanimous vote" made by Owen, second by Babcock
Motion carried by unanimous vote

Chair opened nominations for Secretary
Ellick nominated Owen for Secretary, second by Babcock
Owen accepted nomination
No other nominations. Nominations closed

Motion: "Approve Owen for Secretary by unanimous vote" made by Babcock, second by Stark
Motion carried by unanimous vote.

VII. COMMITTEE REPORTS

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

VIII. DIRECTOR'S REPORT

Directors report is included as part of Board packet
1642 signed up for Reading program. Penal fines received for last year. 4 big blocks sold.
Still looking for volunteer for 1 to 3 pm shift at closing party Morley Park. Ice cream
Still looking for volunteers from 1-3pm for Reading Celebration Carnival at Morley Park
Ice cream will be given out at 2 pm. Prizes were chosen today and will be announced at party. There has been a significant increase in Library facility and services usage.
Final payment made to Nugent Builders. Library is now paid for.

IX UNFINISHED BUSINESS

- A. Payment Document for Consideration- Duane McIntyre
No more documents to pay.
- B. Transfer of Library to City

Motion: "Table this item until next meeting" made by Owen, second by Ellick
Motion carried by voice vote

X NEW BUSINESS

- A. Election of Officers reported
Chair-Ellick, Vice-Chair-Stark, Treasurer-Powell, Secretary-Owen
- B. Committee Assignments
Chair reassigned everyone to their current standing committee 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
Temporary committee
 Capital Campaign Committee (CBDT)
 Owen, King
- C. Approval of meeting dates

Motion: "Approve meeting dates for 2018, and posting by Clark" made by Owen,
second by Hall
Motion carried by voice vote

- D. Approval of fee schedule for 2017/2018

Motion: "Approve fee schedule for 2017/2018 with approved changes" made by
Babcock, second by King.
Motion carried by voice vote

IX. AGENDA ITEMS FOR MONDAY AUGUST 28, 2016 MEETING

- A. Library status update-McIntyre
- B. Transfer building to City
- C. Sign Lease with City
- D.

X. BOARD COMMENT

Chair welcomed all new officers

XI. ADJOURNMENT

Motion: "Adjourn meeting" made by Owen, second by Babcock
Motion carried by voice vote.
Meeting ended 7:30 pm

Next regular meeting scheduled for Monday, August 28, 2017, 7PM at the Library
Submitted by Secretary Owen
Approved by Board 8/28/17