

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
OCTOBER 23, 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 September 25, 2017
- B. Approval of the Financial Report of September 2017

VI. COMMITTEE REPORTS

- A. Personnel Committee – Item B under, VIII Unfinished Business
- B. Policy Committee – Discussion concerning formal policy on art displays in Library
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VII. DIRECTOR'S REPORT

Directors full report is part of Board packet

VIII. UNFINISHED BUSINESS

- A. Status of Library project- Duane McIntyre
 - 1. Permanent Occupancy Permit
 - 2. Warranty materials
 - 3. Roof Ice-Breaker
- B. Personnel and Compensation Committee recommendation on hours and staff changes
- C. Separate policy on substitute Library workers

IX NEW BUSINESS

A. Report on Trustee training of 10/13/17

X. AGENDA ITEMS FOR MONDAY NOBEMBER 27, 2017 MEETING

A.

B.

XI. BOARD COMMENT

XII. ADJOURNMENT

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

MINUTES

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

Meeting called to order at 7 pm by Chair
Present: Ellick, Babcock, Hall, Owen, Powell, Stark
Absent: King

II. PLEDGE OF ALLEGIANCE

Pledge lead 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.

No oral or written comments

IV. APPROVAL OF THE AGENDA

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

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

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

VI. COMMITTEE REPORTS

- A. Personnel Committee – Discussion concerning staffing
Committee is reviewing positions based on new hours Library is opened. Change in minimum and maximum allowed hours may be submitted as amendment to wages form. Final recommendations will be brought to Board at October meeting

- B. Policy Committee – Discussion concerning policy responsibility.
Policy Committee reminded Board that rules and regulations affecting areas outside the Library Building proper should be obtained from City as it is a city park.
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VII. DIRECTOR’S REPORT

Directors report is attached in Board packet
Getting Library ready for the Red Flannel Festival in October. Needing to hire new staff.

VIII. UNFINISHED BUSINESS

- A. Status of Library project- Duane McIntyre
Ice-breaker system for the Library roof is still in the bidding process and calls are being made to vendors for prices.
 - 1. Permanent Occupancy Permit
All signs have been installed and we should have permanent occupancy permit shortly. All needed materials have been sent to the City for finalization of permit.
 - 2. Warranty materials
According to Nugent, the warranty papers and materials are coming together and the Library should have them shortly

IX. NEW BUSINESS

No new business

X. AGENDA ITEMS FOR MONDAY OCTOBER 23, 2017 MEETING

- A. Personnel and Compensation Committee recommendation on hours and staff changes
- B. Separate policy on substitute Library workers

XI. BOARD COMMENT

Trustee training coming up on 10/13/17

XII. ADJOURNMENT

MOTION: “Adjourn meeting” made by Owen, second by Babcock
Motion carried by voice vote
Meeting ended 7:21 pm

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

Submitted by Secretary Owen: _____

Approved by Board on: _____

MINUTES

**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

Submitted by Secretary Owen

Approved by Board

9/25/17