

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
NOVEMBER 27, 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 October 25, 2017
- B. Approval of the Financial Report of October 2017

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

Directors full report is part of Board packet

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. Arts and Cultural Form approval
- B. Separate policy on substitute Library workers
- C. Pay scale update
- D. Personnel and Compensation Committee recommendation on hours and staff changes

X. AGENDA ITEMS FOR MONDAY DECEMBER 18, 2017 MEETING

A.

B.

XI. BOARD COMMENT

XII. ADJOURNMENT

Next regular meeting scheduled for Monday, December 18, 2017, 7PM at the Library

MINUTES

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

Meeting called to order at 7:00 pm by Chair
Present: Ellick, King, Owen, Babcock, Stark, Hall,
Absent: Powell

II. PLEDGE OF ALLEGIANCE

Chair led the pledge

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 Stark, second by King
Motion carried by voice vote

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

MOTION: "Approve consent agenda" made by Owen, second by Stark
Motion approved by voice vote

VI. COMMITTEE REPORTS

- A. Personnel Committee – Item B under, VIII Unfinished Business
Babcock reported to the Board what the committee has been working on, new job descriptions, new pay schedule, and changes in minimum and maximum hours to work. Job descriptions will be on next month as new business item. Pay scale to be referred to Finance Committee.

- B. Policy Committee – Discussion concerning formal policy on art displays in Library. Director currently has a good form for the artists to sign. It reflects what is needed and the City has reviewed it. Director has a committee to review requests to post art in Library. Board agreed no other policy is needed as the form includes all that is needed.
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VII. DIRECTOR’S REPORT

Directors full report is part of Board packet
 Director informed Board of hiring new staff

VIII. UNFINISHED BUSINESS

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

George from Nugent provided information as Duane was not able to attend the meeting. The occupancy permit has been approved. Warranty materials are now provided to the Director as part of the meeting presentation. Director will provide City will a copy of materials on USB. A meeting with the DPW will be scheduled to set up a preventive maintenance schedule. Board is seeking bids for a roof ice breaker system. George indicated he would still advise the board, as needed, and that the board should carefully choose a company to put on the ice-breakers who would be in compliance with the warranty.

MOTION: “Table bids for Roof Ice-breaker until November meeting” made by Owen, second by Stark

Motion carried by voice vote.

- B. Personnel and Compensation Committee recommendation on hours and staff changes-**Move to new business**
- C. Separate policy on substitute Library workers-**Move to new business**

IX. NEW BUSINESS

- A. Report on Trustee training of 10/13/17
 Owen provided report on training and passed around the new trustee manual that was provided at the Trustee training. Each trustee, as a member of the association, will receive a copy in the future. Manual is loaded with great information for new trustees and updates for trustees who have been in the position for awhile. Manual is available for any trustee to review. Contact Owen, King, or the Director.
- B. Personnel and Compensation Committee recommendation on hours and staff changes
 Babcock informed Board of the changes made in the position descriptions. These will be provided to Board members for action at the November meeting. Personnel Committee will also provide pay scale to the Finance Committee for review
- C. Separate policy on substitute Library workers
 Babcock informed Board this information will be sent to Board members for action in November.

X. AGENDA ITEMS FOR MONDAY NOBEMBER 27, 2017 MEETING

- A. Arts and Cultural Form approval
- B. Separate policy on Substitute Library workers
- C. Personnel and Compensation Committee updated Job Descriptions for Library staff.
- D. Pay scale update

XI. BOARD COMMENT

Chair Ellick would like for committee recommendations to be discussed one month and then put on as new business for the next month meeting. This gives Board members time to review before making a decision at next meeting.

Secretary Owen requested Committee Chairs to have a proposed motion typed out to speed up voting process and ensure proper wording of motion.

Babcock wished to thank everyone for their help

Board wished King a happy birthday

XII. ADJOURNMENT

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

Motion carried by voice vote

Meeting adjourned at 7:52 pm

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

Submitted by Secretary Owen_____

Approved by Board on_____

MINUTES

**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

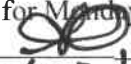
XI. BOARD COMMENT

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 10/23/17