

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
DECEMBER 18, 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 November 27, 2017
- B. Approval of the Financial Report of November 27, 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

- A, Roof project update

IX. NEW BUSINESS

- A. Welcome of new Board member
- B. Selection of new Vice Chair
- C. Appointment to By Law committee
- D. Discussion Items
 - a. By Law update process for 2018

- b. Policy update process for 2018
- c. Strategic Plan update process for 2018-2023

X. AGENDA ITEMS FOR MONDAY JANUARY 22, 2017 MEETING

- A.
- B.

XI. BOARD COMMENT

XII. ADJOURNMENT

Next regular meeting scheduled for Monday, January 22, 2017, 7PM at the Library

**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

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

II. PLEDGE OF ALLEGIANCE

Chair led 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 public comments

IV. APPROVAL OF THE AGENDA

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

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

MOTION: "Approve consent agenda" made by Owen, second by Stark
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

Directors full report is part of Board packet

City Kris Kringle celebration we will have 250 mugs to be decorated and ornaments to make. Tuesday at 6:30 pm there will be an author presentation at the Library. 15 patrons were here to make Christmas cards. The Library is hosting the gingerbread display this week. Bricks are selling well. Meijer's has donated \$400.00 to the Library.

VIII. UNFINISHED BUSINESS

None

IX. NEW BUSINESS

A. Arts and Cultural Form approval

MOTION: "Approve the Arts and Council Form" made by Babcock, second by Stark
Motion carried by voice vote

B. Separate policy on substitute Library workers

Babcock informed Board the position had been eliminated.

C. Pay scale update

Powell and Babcock informed Board there was no money in the budget to implement the new pay scale. The current pay scale will remain in effect.

D. Personnel and Compensation Committee recommendation on hours and staff changes

MOTION: "Approve the job descriptions be accepted as presented with the exception that the pay levels remain at the current levels as the original lettering (better- as originally adopted) until the Finance Committee can support the new pay scale" made by Babcock, second by Owen
Motion carried by voice vote.

X. AGENDA ITEMS FOR MONDAY DECEMBER 18, 2017 MEETING

A.
B.

XI. BOARD COMMENT

Chair discussed need of roof ice-breakers. Estimate presented to Board from Melvin Belk. Mr. McIntyre informed Board of need for action and no other bids have been acceptable in cost.

MOTION: "Accept \$1850.50 bid pending Chair and McIntyre approval of final project" made by Powell, second by Owen
Motion carried by voice vote.

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by Babcock, second by Stark.
Motion carried by voice vote
Meeting adjourned at 7:25 pm

Next regular meeting scheduled for Monday, December 18, 2017, 7PM at the Library
Submitted by Secretary Owen _____
Approved by Board _____

MINUTES

**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 min and max 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-Breaker

George from Nugent provided information as Butane was not able to attend meeting. The occupancy permit has been approved. Warranty materials are now provided to Director as part of meeting presentation. Director will provide City will a copy of materials on USB. Meeting with the DPW will be scheduled to set up preventive maintenance schedule/ Board is seeking bids for roof ice breaker system. George indicated he would provide advice and to be careful to not void warranty of roof.

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 trustee's and updates for trustees who have been in the position for a while. 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. Committee will also provide pay scale to 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 deciding 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 11-27-17