

**AGENDA**

**DRAFT**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
FEBRUARY 26, 2018**

**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 January 22, 2018
- B. Approval of the Financial Report of January 22, 2018

**VI. COMMITTEE REPORTS**

- A. Personnel Committee-None
- B. Policy Committee-Review of Policy changes Chapters 1-3
- C. Bylaw Committee – Final Draft review
- D. Technology Committee – None
- E. Finance Committee –None

**VII. DIRECTOR'S REPORT**

Director's full report is part of Board packet

**VIII. UNFINISHED BUSINESS**

- A, Roof project update
- B. Vote on Bylaw update

**IX. NEW BUSINESS**

- A. Review of rental fees for rooms in Library
- B. Discussion
  - a. Strategic Plan and process
  - b. Policy update for 2018, Chapters 4-5

C. Adopt 2017-2018 Budget Amendments

**X. AGENDA ITEMS FOR MONDAY MARCH 26, 2018 MEETING**

A. Vote on Policy update Chapters 1-3

B.

**XI. BOARD COMMENT**

**XII. ADJOURNMENT**

Next regular meeting scheduled for Monday, March 26, 2018, 7PM at the Library

**MINUTES**

**DRAFT**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
JANUARY 22, 2018**

**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

**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 made

**IV. APPROVAL OF THE AGENDA**

**MOTION:** "Approve the agenda" made by Owen, second by Babcock  
Motion carried by voice vote

**V. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of December 18, 2017
- B. Approval of the Financial Report of December 18, 2017

**MOTION:** "Approve the consent agenda" made by King, second by Powell  
Motion carried by voice vote

**VI. COMMITTEE REPORTS**

- A. Personnel Committee-None
- B. Policy Committee-Owen asked board members to review sections 1 thru 3 in policy manual for next meeting
- C. Bylaw Committee – Report on possible changes

Stark took the Board thru the Bylaws and possible changes needed. Board will have a final draft to vote on at next meeting. Copy will be sent out to members before next meeting

- D. Technology Committee – None
- E. Finance Committee –None

## **VII. DIRECTOR'S REPORT**

Directors full report is part of Board packet

Planning for Summer Reading program has started. State aid was up \$2000.00 this year. Chair instructed Treasurer to ensure this is in the budget.

## **VIII. UNFINISHED BUSINESS**

- A. Roof project update

Chair informed Board ice fence should be installed by the end of the month

## **IX. NEW BUSINESS**

- A. Welcome of new Board member

Chair introduced new Board member, Lissa Weidenfeller, who has been appointed by the City to replace Amy Hall.

- B. Discussion

- a. Bylaw update for 2018

Board reviewed the Bylaws and made recommendations on changes. Stark will have draft Bylaws out to each member before next meeting, so a vote can take place at the March meeting.

- b. Policy update for 2018

Owen asked Board to review Chapters 1, 2, and 3, and send their comments to him prior to the Policy Committee meeting. Will review recommended changes at the March meeting

## **X. AGENDA ITEMS FOR MONDAY FEBRUARY 26, 2018 MEETING**

- A. Vote on Bylaw update
- B. Review of rental fees for rooms in Library

## **XI. BOARD COMMENT**

Chair informed Board of upcoming vacation and not being able to be here for next meeting. Assignments to committees discussed and Chair may reassign members in the future.

## **XII. ADJOURNMENT**

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

Motion carried by voice vote.

Meeting adjourned at 8:05 pm

Next regular meeting scheduled for Monday, February 26, 2018, 7PM at the Library

Submitted by Secretary Owen \_\_\_\_\_

Approved by Board on \_\_\_\_\_

**MINUTES**

**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**

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

**II. PLEDGE OF ALLEGIANCE**

Chair led the 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.

Catherine Engelman informed the Board concerning a wellness program she is starting to run at the Library. She is an RN working on her Bachelor degree and chose this area as she saw a need for blood pressure checks and education. This will take place on Saturdays in the Library.

Kurt Mabie addressed the Board concerning the endowment and the need to keep operating under the budget. His concern was the Library may be going overbudget and may need to curtail services. Board needs to be fiscally responsible.

No other oral or written comments

**IV. APPROVAL OF THE AGENDA**

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

Trustee Powell joined the meeting 7:10 pm

**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

**MOTION:** "Approve consent agenda" made by Owen, second by Powell  
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  
Sold another 27 pavers. Lat 4 brass plates sold for wall. 478 patrons attended the Dec 9<sup>th</sup> Christmas activities at the Library. Lions Club donated over \$7000.00 for adaptive software and equipment at the Library. 3 mini Library kiosks will be set up around town. (City Hall, Morley Park, and the White Pines staging area) The Library has accepted 2 volunteers to work at the Library.

**VIII. UNFINISHED BUSINESS**

- A, Roof project update  
The go ahead has been given and ice fence should be installed in January

**IX. NEW BUSINESS**

- A. Welcome of new Board member  
Weidenfeller was not able to attend meeting
- B. Selection of new Vice Chair

**MOTION:** "Nominate Stark to be vice Chair" made by Powell, second by Babcock  
Motion carried by voice vote.

- C. Appointment to By Law committee  
Chair tabled this appointment until next meeting  
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- D. Discussion Items
  - a. By Law update process for 2018  
As 2018 is an even year our by-laws need to be looked at for any needed update. Board members are to review the by-laws and send any comments Stark. In January the By-Laws committee with have a committee report for the Board. In February the section the committee recommends updates for will be considered under new business. This will continue until all the bylaws are completed.
  - b. Policy update process for 2018  
As 2018 is an even year our polices need to be looked at for any changes. Board members are to review the policies and send any comments to Owen. In February the Policy committee with have a committee report for the Board. In March the section the committee recommends updates for will be considered under new business. This will continue until all the policies are completed.

c. Strategic Plan update process for 2018-2023

Board needs to update the plan with the opening of the new Library. Board members should review the old plan and think about the goals we want to accomplish in the next 5 years. Board will take this up at a March meeting.

**X. AGENDA ITEMS FOR MONDAY JANUARY 22, 2017 MEETING**

- A. By Laws
- B. Policies

**XI. BOARD COMMENT**

Chair wished all a Merry Christmas.  
Look on Facebook for 300 pictures of Santa and Mrs. Claus.  
Discussion of Budget and options to reduce budget.  
Facebook comments need to be looked at and consider controlling them.

**XII. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by Babcock, second by Stark  
Motion carried by voice vote.  
Meeting adjourned at 8:05 pm  
Cookies and refreshments served

Next regular meeting scheduled for ~~Monday~~ January 22, 2018, 7PM at the Library

Submitted by Secretary Owen

Approved by Board

1/22/18