

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**TUESDAY
MAY 29, 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 April 23, 2018
- B. Approval of the Financial Report of April 23, 2018

VI. COMMITTEE REPORTS

- A. Personnel Committee-Director Evaluation
- B. Policy Committee-Policy changes for Chapter 2
- C. Bylaw Committee – None
- 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. Approve Policy Chapter 2
- B. Review of Strategic Plan outline and schedule dates
- C. Director Evaluation

IX. NEW BUSINESS

X. AGENDA ITEMS FOR MONDAY, JUNE 25, 2018 MEETING

- A. Vote on Policy update of Chapter 3

B. Start Strategic Plan process

XI. BOARD COMMENT

XII. ADJOURNMENT

Next regular meeting scheduled for Monday, June 25, 2018, 7PM at the Library

MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
APRIL 23, 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

Chair called meeting to order at 7:00 pm
Present: Ellick, Owen, Powell, Babcock, Stark, King
Absent: Weidenfeller

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 given

IV APPROVAL OF THE AGENDA

MOTION: "Approve changed agenda" made by Babcock, second by Stark
Motion carried by voice vote Ayes 6, Nays 0

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of March 26, 2018
- B. Approval of the Financial Report of March 26, 2018

MOTION: "Approve Consent Agenda" made by Owen, second by King
Motion carried by voice vote Ayes 6 Nays 0

VI. COMMITTEE REPORTS

- A. Personnel Committee-Director Evaluation
Chair Babcock handed out the Director evaluation forms for next meeting. There will also be an emailed copy sent out to Board members.

- B. Policy Committee-Policy changes Chapters 4-5
Chair Owen handed out Section 1. Section 2 will be voted on next meeting. Going a little slower than expected on making changes
- C. Bylaw Committee – Ensure each trustee has copy of new Bylaws
Chair Stark handed a clean final copy to Board members for their manuals.
- D. Technology Committee – None
- E. Finance Committee –Budget report
Chair Powell answered any questions on new Budget. Copy of budget is in the Board packet.

VII. DIRECTOR’S REPORT

Director’s full report is part of Board packet
May 16 Tyrone Township will be visiting the Library. They are looking at building a new Library and want to see what we did. Summer Reading program is progressing.

VIII. UNFINISHED BUSINESS

- A, Approve Policy Chapters 1

MOTION: “Approve Chapter 1 as presented by Policy Committee” made by Powell, second by Babcock

Motion carried by voice vote Ayes 6 Nays 0

- C. Approve 2018-2019 Budget

MOTION: “Approve Budget 2018-2019 as presented by Finance Committee” made by Powell, second by Stark

Motion carried by voice vote Ayes 6 Nays 0

IX NEW BUSINESS

None

X. AGENDA ITEMS FOR TUESDAY MAY 29, 2018 MEETING

- A. Vote on Policy update of Chapters 2
- B. Start Strategic Plan process
- C. Director Evaluation

XI. BOARD COMMENT

Owen presented Emergency Management training session outline and Strategic Plan outline.

Ellick notified Board he would not attend the next meeting.

King reported on the Grant training she attended.

XII. ADJOURNMENT

MOTION: “Adjourn meeting” made by Babcock, second by King.

Motion carried by voice vote

Meeting adjourned at 7:31 pm

Next regular meeting scheduled for Tuesday, May 29, 2018, 7PM at the Library

Submitted by Secretary Owen _____

Approved by Board on _____

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
MARCH 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

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

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.

No oral or written public comments

IV. APPROVAL OF THE AGENDA

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

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of February 26, 2018
- B. Approval of the Financial Report of February 26, 2018

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-Policy changes Chapters 1-3
Owen provided copies of Policy Chapters 1 to 3 in editing format for Board members to review
- C. Bylaw Committee – Ensure each trustee has copy of new Bylaws

Final version of Bylaws was not completed yet. Stark will email out the final approved version to Board members.

D. Technology Committee – None

E. Finance Committee – Budget report

Committee has been working on it and should have final version soon.

VII. DIRECTOR'S REPORT

Director's full report is part of Board packet

Director discussed Maker Spaces and how effective they can be. Approx. 316 people for the Easter Bunny. Library is still in the running for grants from DTE and the Library of Michigan.

VIII. UNFINISHED BUSINESS

A. Roof project update

Duane McIntyre informed Board of a good system with clamps on the ribs rather than drilling holes into roof. It will cost \$18,340.00. Looks like a good deal from a local vendor. Library will need to raise money for it to be installed before next winter.

B. Approve 2018-2019 Budget

The Finance Committee reported they are still finishing up the Budget. This item was tabled until the April 23, 2018 meeting.

IX. NEW BUSINESS

A. Discussion

a. Strategic Plan and process

Owen and Weidenfeller will meet to set up process for plan.

b. Policy update for 2018 Chapters 1-3

Each trustee was handed draft policies. Owen informed Board of need to have changes back to him as soon as possible so clean copies can be ready for next meeting. Chapters 4 and 5 handed out for review.

X. AGENDA ITEMS FOR MONDAY APRIL 23, 2018 MEETING

A. Vote on Policy update of Chapters 1-3

B. Review of Policy Chapters 4-5

C. Budget approval

XI. BOARD COMMENT

Board wished Ellick and Owen, happy birthday

XII. ADJOURNMENT

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

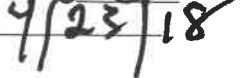
Motion carried by voice vote

Meeting adjourned at 7:29 pm

Next regular meeting scheduled for Monday, April 23, 2018, 7PM at the Library

Submitted by Secretary Owen

Approved by Board

4/23/18