

**AGENDA**

**DRAFT**

**CEDAR SPRINGS PUBLIC LIBRARY  
SPECIAL BOARD MEETING**

**MONDAY  
June 25, 2018**

**5:30 PM Strategic Plan Workshop**

**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. The Board will not respond nor discuss public comments unless the Chair approves.

**IV. APPROVAL OF THE AGENDA**

**VIII. SUBJECT of WORKSHOP**

- A. Review of Strategic Plan outline
- B. Schedule future dates

**XI. BOARD COMMENT**

**XII. ADJOURNMENT**

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

**AGENDA**

**DRAFT**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
June 25, 2018**

**7:00 PM MEETING**

**CEDAR SPRINGS PUBLIC LIBRARY  
107 N. MAIN STREET**

**Cedar Springs Public Library  
Mission Statement**

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- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC FORUM**
- IV.** 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. The Board will not respond nor discuss public comments unless the Chair approves.
- IV APPROVAL OF THE AGENDA**
- V. CONSENT AGENDA**
  - A. Approval of the Minutes of the Board meeting of May 29, 2018
  - B. Approval of the Financial Report of May 29, 2018
- VI. COMMITTEE REPORTS**
  - A. Personnel Committee-Director Evaluation
  - B. Policy Committee-Policy changes for Chapter 3
  - C. Bylaw Committee – None
  - D. Technology Committee – None
  - E. Finance Committee –None
- VII. DIRECTOR’S REPORT**

Director’s full report is part of the Board packet
- VIII. UNFINISHED BUSINESS**
  - A. Approve Policy Chapter 3
  - B. Review of Strategic Plan outline and schedule dates
  - C. Director Evaluation
- IX NEW BUSINESS**

**X. AGENDA ITEMS FOR TUESDAY JULY 23, 2018 MEETING**

- A. Vote on Policy update of Chapter 4
- B. Start Strategic Plan process

**XI. BOARD COMMENT**

**XII. ADJOURNMENT**

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

**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**

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

**II. PLEDGE OF ALLEGIANCE**

Pledge led by Vice Chair Stark

**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. The Board will not respond nor discuss public comments unless the Chair approves.

No oral or written comments

**IV APPROVAL OF THE AGENDA**

**MOTION:** "Approve agenda" made by King, second by Powell  
Motion carried by voice vote Ayes 6, Nays 0.

**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

**MOTION:** "Approve consent agenda" made by Powell, second by Owen  
Motion carried by voice vote Ayes 6, Nays 0.

**VI. COMMITTEE REPORTS**

- A. Personnel Committee-Director Evaluation  
Chair Babcock informed Board several members have not submitted their evaluations and the committee needs them to finish evaluation to be conducted next month at the June 25, 2018 meeting.

B. Policy Committee-Policy changes for Chapter 2

Chair Owen discussed the changes made to Chapter 2. Board discussed several options and changes were made to comply with Board wishes. Copy of Chapter 3 was passed out to Board for review and voting on in the June 25, 2018 meeting.

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

On 5/31/18, at 7 pm, the Readers Theater will be performing at the Library. Still need 20 volunteers for Summer Reading program. Nugent Builders is celebrating their 40<sup>th</sup> anniversary, Wednesday, June 13, 2018, from 5 to 9pm at Townsend Park. Those wishing to attend must RSVP by June 1, 2018. The Library received a \$1500 grant under the Public Library Services Grant Program, funded through the Library Services Technology Act (LSTA). The grant provides educational materials/games in the areas of science, technology, engineering and math. It is to be used and demonstrated during the Library's Summer Reading Program. The Library has had a lot of school visits at the end of the school year. The Library received a grant from Old Orchard of (80) 64 oz. bottles of juice to be used during the summer reading program. There will be some staffing changes coming soon. Tyrone Township send a delegation from their library to tour our new library facility and to ask questions relating to fundraising and launching a successful capital campaign. The Director and Trustee King met with them and answered their questions. They felt the visit was worthwhile.

**VIII. UNFINISHED BUSINESS**

A. Approve Policy Chapter 2

**MOTION:** "Approve Chapter 2 as submitted with agreed upon changes" made by Babcock, second by King.

Motion carried by voice vote Ayes 6, Nays 0.

Chair Owen will have clean copies for Board by next meeting.

B. Review of Strategic Plan outline and schedule dates

**MOTION:** "Approve plan proposed process and dates as submitted" made by Owen, second by Powell.

Motion carried by voice vote Ayes 6, Nays 0.

C. Director Evaluation

**MOTION:** "Table evaluation until June 25, 2018 meeting" made by Owen, second by Powell.

Motion carried by voice vote. Ayes 6, Nays 0.

**IX NEW BUSINESS**

**MOTION:** "Add to new business LSTA grant from Library of Michigan" made by Babcock, second by Weidenfeller.

Motion carried by Voice vote. Ayes 6, Nays 0.

A. LSTA Grant

**MOTION:** "Approve \$1500.00 dollars for LSTA Grant for Tinkers Spaces from Library of Michigan" made by Babcock, second by Weidenfeller.  
Motion carried by voice vote. Ayes 6, Nays 0.

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

- A. Vote on Policy update of Chapter 3
- B. Start Strategic Plan process
- C. Director Evaluation

**XI. BOARD COMMENT**

Weidenfeller updated Board on meeting concerning Emergency Response/ Crisis Management held at the Library. Very good information came out of meeting. Staff training is a must in critical incident handling. Police and Fire recommended a couple physical plant changes. Training in CPR and AED needed. Also Library should invest in a AED.

Babcock wanted to remind everyone to turn in their evaluations asap so committee can compile results and develop evaluation report.

King reminded everyone that June 25, 2018 at 5:30 pm is our working session of strategic plan and it is a potluck. Sign up with King as to what you are going to bring.

**XII. ADJOURNMENT**

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

Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 8:30 pm

Working Session scheduled for Monday June 25, 2018, 5:30 pm at the Library

Next regular meeting scheduled for Monday, June 25, 2018, 7:00 pm at the Library

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

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

**MINUTES**

**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 5/29/18 