

## AGENDA

DRAFT

### CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY  
August 27, 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. The Board will not respond, or 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 July 23, 2018
  - B. Approval of the Financial Report of July 23, 2018
- VI. DIRECTOR'S REPORT**

Director's full report is part of Board packet
- VII. UNFINISHED BUSINESS**
  - A. Approve Policy Chapter 4
  - B. Strategic Plan Process-Report on Focus Groups of August 16, 2018
  - C. Chair assignments to committees
- IX. NEW BUSINESS**
  - A. Repair of Memorial brass plates on retaining wall stones
- X. COMMITTEE REPORTS**
  - A. Personnel Committee- None
  - B. Policy Committee-Policy changes for Chapter 5
  - C. Bylaw Committee – None
  - D. Technology Committee – None
  - E. Finance Committee – None

**XI. AGENDA ITEMS FOR MONDAY SEPTEMBER 24,2018 MEETING**

- A. Vote on Policy update of Chapter 5
- B. Strategic Plan process update

**XII. BOARD COMMENT**

**XIII. ADJOURNMENT**

Next regular meeting scheduled for Monday, September 24, 2018, 7PM at the Library

**MINUTES**

**DRAFT**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
July 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**

Meeting called to order by Vice-Chair Stark  
Present: Babcock, Powell, King, Stark, Owen  
Absent: Ellick, Weidenfeller

**PLEDGE OF ALLEGIANCE**

Pledge led by Vice-Chair Stark

**II. 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, or discuss, public comments unless the Chair approves.

Comment made by Ms. Magoon concerning the website board packets and that they only contain agenda and minutes. Nothing else.  
No other written or oral comments

**IV APPROVAL OF THE AGENDA**

**MOTION:** "Approve agenda" made by Babcock, second by King  
Motion carried by voice vote, Ayes 5, Nays 0

**V. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of June 25, 2018
- B. Approval of Minutes of Special Board meeting of June 25, 2018
- C. Approval of the Financial Report of June 25, 2018

**MOTION:** "Approve consent agenda" made by Powell, second by King  
Motion carried by voice vote, Ayes 5, Nays 0.

## **VI. ELECTION OF OFFICERS**

Vice-Chair Stark turned over meeting to Secretary Owen.

Secretary Owen asked for nominations for the position of Chair.

Babcock nominated Ellick for Chair, second by Stark.

Nominations were closed as there were no other nominations.

Nomination carried by voice vote, Ayes 5, Nays 0.

(Secretary note: Ellick was contacted by Secretary Owen on 7/24/18 and Ellick accepted the nomination. As Chair was not at meeting Owen continued with nominations for Vice-Chair.)

Secretary Owen asked for nominations for the position of Vice-Chair.

King nominated Stark for the position of Vice-Chair, second by Powell.

Stark accepted the nomination.

Nominations were closed as there were no other nominations.

Nomination carried by voice vote, Ayes 5, Nays 0.

Secretary Owen turned meeting over to Vice-Chair Stark.

Vice-Chair Stark asked for nominations for position of Treasurer.

King nominated Powell for position of Treasurer, second by Stark.

Powell accepted the nomination.

Nominations were closed as there were no other nominations.

Nomination carried by voice vote, Ayes 5, Nays 0.

Vice-Chair Stark asked for nominations for the position of Secretary.

Powell nominated Owen for the position of Secretary, second by Babcock.

Owen accepted the nomination.

Nominations were closed as there were no other nominations.

Nomination carried by voice vote, Ayes 5, Nays 0.

Vice-Chair announced elections for Board officers were closed.

## **VII DIRECTOR'S REPORT**

Director's full report is part of Board packet

248 people attended the Wild about Books. 418 people attended the Sky Hawks Airshow.

Brewery is selling a coloring book and donating \$5.00 to Library for each book sold.

Senator MacGregor donated a Michigan flag to the Library to be used on the flag poles outside Library. Director is developing possible programs with Metron.

## **VIII. UNFINISHED BUSINESS**

### **A. Approve Policy Chapter 3**

**MOTION:** "Approve Chapter 3" made by King, second by Powell.

Motion carried by voice vote, Ayes 5, Nays 0.

### **B. Strategic Plan approval of scheduled upcoming action dates**

**MOTION:** "Approve dates for future meetings" made by Powell, second by King

Motion carried by voice vote, Ayes 5, Nays 0.

C. Approve amendments to 2018/2019 budget

**MOTION:** “Approve amendments and Pay Scale effective July 1, 2018”  
made by King, second by Babcock.  
Motion carried by voice vote, Ayes 5, Nays 0.

D. Approval of Director Compensation

**MOTION:** “Approve to compensate the Director with a pay increase of 5% five percent  
of base pay effective July 1, 2018” made by Babcock, second by King.  
Motion carried by voice vote, Ayes 5, Nays 0.

**IX NEW BUSINESS**

A. Fee schedule

**MOTION:** “Approve USB’s on fee schedule to be sold at current market value when  
purchased” made by Powell, second by Babcock.  
Motion carried by voice vote, Ayes 5, Nays 0.

**MOTION:** “Approve amended fee schedule for 2018/2019” made by King, second by  
Babcock.  
Motion carried by voice vote, Ayes 5, Nays 0.

B. Committee assignments

**MOTION:** “Table Chair appointments to Committee’s until August meeting” made by  
Babcock, second by Powell.  
Motion carried by voice vote, Ayes 5, Nays 0.

**X. COMMITTEE REPORTS**

- A. Personnel Committee- None
- B. Policy Committee-Policy changes for Chapter 4  
Owen went through Chapter 4 with Board and will send out a completed  
copy for approval at August meeting.
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee – None

**XI. AGENDA ITEMS FOR MONDAY AUGUST 27, 2018 MEETING**

- A. Vote on Policy update of Chapter 4
- B. Strategic Plan Process-Report on Focus Groups of August 16, 2018
- C. Chair appointments to Committees

**XII. BOARD COMMENT**

King requested Board members print and review packet material before  
Board meeting rather than have the Director print copies just before  
meeting. Copy costs for Library have been extremely high these past  
couple of months.

Babcock wants to thank Owen for the work on the Chapters.

**XIII. ADJOURNMENT**

MOTION: "Adjourn meeting" made by King, second by Babcock.

Motion carried by voice vote, Ayes 5, Nays 0.

Meeting adjourned by Vice-Chair Stark at 8:08 PM

Next regular meeting scheduled for Monday, August 27, 2018, 7PM at the Library

Focus Groups will meet August 16, 2018, at 6PM, at the Library

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

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

**MINUTES**

**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**

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 Ellick at 7:00 pm  
Present: Ellick, Owen, King, Powell, Stark, Babcock, Weidenfeller  
Absent: 0

**II. PLEDGE OF ALLEGIANCE**

Pledge led by Chair Ellick

**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, or discuss, public comments unless the Chair approves.

No written or oral comments from public

**IV. APPROVAL OF THE AGENDA**

**MOTION:** "Approve agenda" made by Stark, second by Owen  
Motion carried by voice vote Ayes 7, Nays 0.

**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

**MOTION:** "Approve consent agenda" made by King, second by Stark  
Motion carried by voice vote Ayes 7, Nays 0.

**VI. COMMITTEE REPORTS**

- A. Personnel Committee-Director Evaluation  
Chair Babcock discussed the evaluation process and will hand out copies of the evaluation later in the meeting

- B. Policy Committee-Policy changes for Chapter 3  
Chair Owen discussed with members their recommended changes in Chapter 3.  
Final version will be sent out for next meeting.
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –Final yearend report  
Treasurer Powell handed out the year end report and discussed some amendments to the 2018-2019 budget.

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

Director's full report is part of Board packet

The Summer Reading Program is off to an exceptional start. 1,190 were signed up at the end of opening day, June 11.

## **VIII. UNFINISHED BUSINESS**

- A. Approve Policy Chapter 3

**MOTION:** "Approve Chapter 3 with the recommended changes submitted during Committee report" made by Owen, second by Babcock  
Motion carried by voice vote Ayes 7, Nays 0.

- B. Review of Strategic Plan outline and schedule dates

**MOTION:** "Accept Strategic Plan schedule of dates and outline" made by Stark, second by King  
Motion carried by voice vote Ayes 7, Nays 0.

- C. Approve amendments to 2018/2019 budget

**MOTION:** "Accept amended 2018/2019 Budget as presented during Committee report" made by Powell, second by King.  
Motion carried by voice vote Ayes 7, Nays 0.

- D. Director Evaluation

Director Clark requested the review to be conducted in closed session.

**MOTION:** "Board to go into closed session for Directors evaluation" made by Weidenfeller, second by Powell  
Motion carried by voice vote Ayes 7, Nays 0.  
Board went into closed session at 7:59 PM

**MOTION:** "Board to come out of closed session and return to regular nosiness" made by Weidenfeller, second by King  
Motion carried by voice vote Ayes 7, Nays 0.  
Board returned to open session at 8:15 PM

## **IX. NEW BUSINESS**

No new business

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

- A. Policy update of Chapter 4
- B. Strategic Plan process- Focus Groups



C. Director pay compensation

**XI. BOARD COMMENT**

**XII. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by Stark, second by Babcock  
Motion carried by voice vote Ayes 7, Nays 0  
Meeting adjourned at 8:18 PM

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

Submitted by Secretary Owen *AO*

Approved by Board on *July 23, 2018*

**MINUTES**

**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**

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**I. CALL TO ORDER**

Meeting called to order by Vice-Chair Stark  
Present: Owen, King, Powell, Stark, Babcock, Weidenfeller  
Absent: Ellick

**II. PLEDGE OF ALLEGIANCE**

Vice-Chair Stark led the pledge

Board started potluck

**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, or discuss, public comments unless the Chair approves.

No written or oral comments presented.

**IV. APPROVAL OF THE AGENDA**

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

**VIII. SUBJECT of WORKSHOP**

**A. Review of Strategic Plan outline**

Chair Ellick entered meeting 6:15 pm

Weidenfeller led the Board in a review and establishment of goals. White board was used, and a photo was taken of agreed upon goals. Over the next month each Board member was tasked to speak at their own groups, they are members of, and request input. Weidenfeller and Director Clark will write letters to groups identified during meeting requesting their input and participation in focus groups. Focus Group meeting is scheduled for August 16, 2018, at the Library.

B. Schedule future dates

**MOTION:** "Accept dates presented in outline as targets for completion of Strategic Plan" made by King, second by Powell  
Motion carried by voice vote Ayes 7, Nays 0.

**XI. BOARD COMMENT**

None

**XII. ADJOURNMENT**

**MOTION:** "Adjourn workshop" made by Stark, second by Owen  
Motion carried by voice vote Ayes 7, Nays 0  
Workshop adjourned at 6:59 pm

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

Submitted by Secretary Owen

Approved by Board on

July 23, 2018