

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
September 24, 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 August 27, 2018
- B. Approval of the Financial Report of August 27, 2018

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

VII. UNFINISHED BUSINESS

- A. Strategic Plan Process

IX. NEW BUSINESS

X. COMMITTEE REPORTS

- A. Personnel Committee- None
- B. Policy Committee-Manual update
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee – None

XI. AGENDA ITEMS FOR MONDAY OCTOBER 22, 2018 MEETING
A. Strategic Plan process update

XII. BOARD COMMENT

XIII. ADJOURNMENT

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

MINUTES

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

Meeting called to order by Chair at 7 pm
Present: Babcock, Ellick King, Owen, Powell, Stark, Weidenfeller
Absent: None

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. The Board will not respond, or discuss, public comments unless the Chair approves.

No written or oral comments

IV APPROVAL OF THE AGENDA

MOTION: 'Approve agenda' made by Babcock, second by Stark
Motion carried by voice vote Ayes 7, Nays 0.

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

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

VI DIRECTOR'S REPORT

Director's full report is part of Board packet
Metron has new classes starting at Library. Posting has been put up about classes.

Award/Grant from Library of Michigan is in the works. New hire is in the works replace Heidi. Other staff changes and assignments are being made to cover all programs.

VII. UNFINISHED BUSINESS

- A. Approve Policy Chapter 4

MOTION: “Approve Chapter 4” made by Owen, second by King
Motion carried by voice vote Ayes 7, Nays 0.

- B. Strategic Plan Process-Report on Focus Groups of August 16, 2018
Focus groups went well. Standing committees are to meet and review goals from groups and see what apply to their particular area. Send to Owen when completed who will put together a listing for the Board.

- C. Chair assignments to committee’s

MOTION: “Accept Chair committee assignments for 2018/2019” made by Chair, second by Powell.

Motion carried by Voice vote Ayes 7, Nays 0.

(Secretary will send a copy of the updated list to all Board members and Director via email.)

IX NEW BUSINESS

- A. Repair of Memorial brass plates on retaining wall stones
Retaining wall and plates belong to City. Library has no control over this area.

MOTION: “Library Board wishes to thank the CBDT for consideration of repairing the Plates on the retaining wall” made by Weidenfeller, second by Ellick

Motion carried by voice vote Ayes 7, Nays 0.

X. COMMITTEE REPORTS

- A. Personnel Committee- None
B. Policy Committee-Policy changes for Chapter 5

MOTION: “Approve Chapter 5 as submitted” made by Ellick, second by Stark

Motion carried by voice vote Ayes 7, Nays 0.

(Owen will send out a clean copy to Board via email)

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

XI. AGENDA ITEMS FOR MONDAY SEPTEMBER 24,2018 MEETING

- A. Strategic Plan process update

XII. BOARD COMMENT

Weidenfeller want to thank everyone who participated in focus groups. Lots of positive energy. People came a bit wary but left with a lot of positive energy and feeling about being part of community. Thank you to Director Clark on her work on Grant.

Babcock reminded everyone of the Solon Township Velzy Park fundraisers coming up. Tickets are still available for the Big Boy all you can eat Taco Bar on 9/25/18. Brewery has a fundraiser on 9/10/18 where a portion of the food order goes towards the park.

King presented several questions from the City survey where several questions involved the Library and services.

Owen reminded everyone to bring their books to the next meeting, so we can make sure they are all up to date.

XIII. ADJOURNMENT

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

Meeting adjourned at 8 pm.

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

MINUTES

**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 8/27/18