

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
October 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

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 September 24, 2018
- B. Approval of the Financial Report of September 24, 2018

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

VII. UNFINISHED BUSINESS

- A. Strategic Plan Process-Survey results

IX. NEW BUSINESS

- A. Ice Breakers for Library Roof- Accepting Bid
- B. Donor recognition display in Library
- C. Security Cameras

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 NOVEMBER 27, 2018 MEETING

- A. Strategic Plan process update

XII. BOARD COMMENT

XIII. ADJOURNMENT

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

MINUTES

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

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

II. PLEDGE OF ALLEGIANCE

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

Rose Powell addressed the Board with the concern the City of Cedar Springs has about the ice fencing not being installed yet. Very concerned about the liability. City may be willing to help with the cost.
No other written or oral comments.

IV. APPROVAL OF THE AGENDA

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

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

MOTION: “Approve consent agenda” made by Powell, second by King
Motion carried by voice vote Ayes 6, Nays 0.

VI. DIRECTOR’S REPORT

Director’s full report is part of Board packet
Director Clark updated the Board about her report to the School Board thanking them for their help and positive participation in the programs at the Library. A \$250.00 check was given to the Library by Senator McGregor as a donation. The Blue Star Mothers Organization is using the Library to collect donated items for packages to be sent to military-soldiers on active duty. Big Gala fundraising event is coming October 20. Board members will be receiving invitations.

VII. UNFINISHED BUSINESS

A. Strategic Plan Process

Weidenfeller went through the current state of the Strategic Plan process, and instructed the Board on how to complete the survey and why it was important. Results will be presented at the next Board meeting. Survey is to be completed by 10/13/18 so Weidenfeller can finalize the data and get it to the Director for inclusion in the Board packet to be sent out on 10/15/18.

IX. NEW BUSINESS

X. COMMITTEE REPORTS

A. Personnel Committee- None

B. Policy Committee-Manual update

Owen went through the process of updating the trustee manuals. Several were turned in as requested. Others will be dropped off to the Library.

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

B. Ice breakers for Library Roof-Accepting bid

C. Donor recognition display for Library

XII. BOARD COMMENT

Board would like to thank Weidenfeller, King, and Donna along with others for all the work on the Strategic Plan. Weidenfeller thanked Donna for getting out the thank you cards to participants in the focus groups.

Babcock reminded Board of Big Boy fundraiser for Velzy Park and the silent auction.

On 10/3/18 between 4:30-5:30 CDBT will be working on cleaning up the retaining wall plaques and could use help.

XIII. ADJOURNMENT

MOTION: “Adjourn meeting” made by Owen, second by Weidenfeller
Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:50 pm.

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

XIV. ADJOURNMENT

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

Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:50 pm.

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

Submitted by Secretary Owen _____

Approved by Board on _____

MINUTES

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

Submitted by Secretary Owen 

Approved by Board on 9/24/18