

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
February 28, 2019**

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 Special Board meeting and the Regular Board meeting of February 4, 2019
- B. Approval of the Financial Report of January 2019

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

VII. UNFINISHED BUSINESS

- A. Approval of Strategic Goals

IX. NEW BUSINESS

- A. Approval of Budget for fiscal year 2019/2020
- B. Workshop for Board Trustees

X. COMMITTEE REPORTS

- A. Personnel Committee- Nine
- B. Policy Committee- None

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

XI. AGENDA ITEMS FOR MONDAY, MARCH 25, 2019 MEETING

- A. Strategic Plan process update approval
- B. Policy on camera use and reporting

XII. BOARD COMMENT

XIII. ADJOURNMENT

Next regular meeting scheduled for Monday, March 25, 2019, 7PM at the Library

**CEDAR SPRINGS PUBLIC LIBRARY
SPECIAL BOARD MEETING**

MONDAY

February 4, 2019

Meeting of January 28, 2019 rescheduled due to weather

6:00 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 at 6:01 pm
Present: Owen, Stark, Babcock, King,
Absent: Ellick, Weidenfeller, Powell

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, or discuss, public comments unless the Chair approves.

No public written or oral comments.

IV. APPROVAL OF THE AGENDA

6:04 PM Weidenfeller into meeting

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

6:08 pm Powell into meeting

VIII. SUBJECT of WORKSHOP

A. Review of Strategic Plan

Weidenfeller reviewed the current timeline of the Strategic Plan and
What the Board process would be for tonight

B. Selection of specific Goals

Weidenfeller led the Board in a review of the various goals and Board made comments and selections.

6:30 Ellick into meeting

Weidenfeller led the Board through a sample of what the final plan booklet would look like.

Ellick requested the final product be placed on the agenda for next meeting February 25, 2019 for possible final approval

XI. BOARD COMMENT

Discussed what the plan means and how it should be presented to community
Scheduled timeframes for Board review and submission for the March meeting.
Weidenfeller will email out a final draft for Board to comment on and send back to her. Final product will be sent out with Board packet.

XII. ADJOURNMENT

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

Motion carried by voice vote Ayes 7, Nays 0.

Meeting ended at 7:35 pm

Next regular meeting scheduled for Monday, February 25, 2019, 7PM at the Library

Submitted by Secretary Owen _____

Approved by Board on _____

MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

MONDAY

February 4, 2019

Rescheduled from January 28, 2019 due to weather

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

Meeting called to order by Chair Ellick at 7:36 pm

Present: Ellick, Owen, Stark, Babcock, King, Weidenfeller, Powell

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 oral or written comments made

IV. APPROVAL OF THE AGENDA

MOTION: "Approve amended 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 November 26, 2018
- B. Approval of the Financial Report of November 26, 2018
- C. Approval of the Financial Report of December 17, 2018

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

VI DIRECTOR'S REPORT

Director's full report is part of Board packet
Library received a \$10,000.00 donation for electric sign outside Library.
Handouts were given to first graders concerning the Library.
Cameras are installed and enabled.
An Art Prize placing picture will be hung in the Library.
Staff will be receiving training in May to certify them.
Michigan Library will be holding Pre-Diabetes classes on 3/5/19.

VII. UNFINISHED BUSINESS

- A. Approval of Updated financial definitions and format

MOYION: "Approve submitted updated financial definitions and format" made by Babcock, second by Powell
Motion carried by voice vote Ayes 7, Nays 0.

- B. Security Cameras Installation process

Cameras have been installed, are active, and staff need training on proper use and reporting. Policy committee tasked with coming up with a policy and procedure for camera usage and reporting of incidents to authorities.

IX NEW BUSINESS

- A. Approval of Updated sections of Employee Handbook

MOTION: "Approve updated Employee Handbook" made by Stark, second by Weidenfeller
Motion carried by voice vote Ayes 7, Nays 0.

- B. Approval of new wages schedule and effective date
(Item deleted as part of agenda approval)

- C. Approval of Budget amendments

MOTION: "Approve budget amendments as submitted by Treasurer" made by Stark, second by Weidenfeller
Motion carried by voice vote Ayes 7, Nays 0.

X. COMMITTEE REPORTS

- A. Personnel Committee- Sections of manual on Employee Handbook needing approval for next month.
Board approved updated Employee Manual under New Business item A.
- B. Policy Committee- None
- C. Bylaw Committee – None
- D. Technology Committee – Tech meeting held.
Tech plan to be updated. Went to old Library and determined what to keep, what to sell, and what to trash, of items still left in building.
- E. Finance Committee – Updated definitions and form submitted for approval and new wage increase effect on budget
Wage increase not needed. Definitions and format on form approved by Board under Unfinished Business Item A

XI. AGENDA ITEMS FOR MONDAY FEBRUARY 25, 2019 MEETING

- A. Strategic Plan process update
- B. Tech review of Policy on camera usage

XII. BOARD COMMENT

Chair read letter from City Manager to Board concerning request for payment of part of the ice-breaking system for roof. Board noted displeasure with the tone of the letter and its statements. Chair will write a response to City.

MOTION: “Approve payment of \$6482.50 dollars to City of Cedar Springs for support payment of purchase and installation of ice-breaking system on Library roof” made by Powell. second by Weidenfeller

Motion carried by voice vote per Chair Ayes 7, Nays 0.

XIII. ADJOURNMENT

MOTION: “Adjourn meeting” made by Stark, second by Owen

Motion carried by voice vote Ayes 7, Nays 0.

Meeting adjourned at 8:32 pm.

Next regular meeting scheduled for Monday, March 25, 2019, 7PM at the Library

Submitted by Secretary Owen _____

Approved by Board on _____

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
November 26, 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

Meeting called to order by Chair at 7:00 pm
Present: Ellick, Owen, Stark, Powell, Babcock, King,
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. The Board will not respond, or discuss, public comments unless the Chair approves.

No oral or written comments

IV. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Stark, 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 September 24, 2018
- B. Approval of the Financial Report of September 24, 2018
- C. Approval of the Minutes of the Board meeting of October 22, 2018
- D. Approval of the Financial Report of October 22, 2018

MOTION: “Approve Consent Agenda” made by Owen, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

VI DIRECTOR’S REPORT

Director’s full report is part of Board packet
Director discussed the recent Geocaching Film Festival. Discussed the Meeting of the Authors and Writers.

VII. UNFINISHED BUSINESS

A. Strategic Plan Process-Survey results

MOTION: “Schedule Workshop for Strategic Plan for January 28, 2019, at 6:00 PM”
made by Owen second by Stark
Motion carried by voice vote Ayes 6, Nays 0.

B. Donor recognition display in Library

MOTION: “Table this subject until February 25, 2019 meeting” made by Ellick, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

C. Security Cameras

Presentation of diagram and discussion of camera placement.

MOTION: “Accept bid \$7,273.00 for 18 cameras according diagram and to estimate 605D” made by Ellick, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

IX NEW BUSINESS

No new business

X. COMMITTEE REPORTS

A. Personnel Committee- Updated job descriptions

MOTION: “Accept updated Collection position” made by Powell, second by Stark
Motion carried by voice vote Ayes 6, Nays 0.

B. Policy Committee-Manual update

Manuals are coming along. Personnel Committee working on Employee Handbook. Finance Committee finalizing account information for Board.

C. Bylaw Committee – None

D. Technology Committee – None

E. Finance Committee – Updated definitions and form
To be placed on January Agenda for acceptance

XI. AGENDA ITEMS FOR MONDAY DECEMBER 17, 2018 MEETING

No items

MOTION: "Cancel December 17, 2018 meeting for lack of agenda items" made by Owen, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

XII. BOARD COMMENT

MOTION: "Approval Library closing for the holidays 12/24/18, 12/25/18, 12/26/18 and 12/31/18, 1/1/19, 1/2/19" made by Ellick, second by Stark
Motion carried by voice vote Ayes 6, Nays 0
Director to post closings and adjust hours as needed.

XIII. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen, second by Babcock
Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:56 pm

Next regular meeting scheduled for Monday, December 17, 2018, 7PM at the Library has been canceled

Next meeting is a workshop at 6:00 pm January 28, 2019

Next regular meeting is scheduled for January 28, 2019, at 7:00 PM at the Library

Submitted by Secretary Owen 

Approved by Board on 2/7/19