

MINUTES

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY
DECEMBER 16, 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

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

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

IV. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Babcock, 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 November 25, 2019
- B. Approval of the Financial Report of November 2019

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

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

Miracle of Community newsletter going out shortly. New bricks have arrived for Patrons New report explained to Board and how items are tied to Strategic Plan items.

VII. UNFINISHED BUSINESS

A. Decision concerning hours of operation based off time study

MOTION: "Table this item until next month" made by Ellick, second by Babcock
Motion carried by voice vote Ayes 6, Nays 0.

B. Reconsideration of Donor Plaque

MOTION: "To reconsider previous Board action concerning donor display" made by Ellick, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

Chair requested comments from representative of the Community Building Development Team Kurt Mabie concerning this issue.

MOTION: "Rescind previous Board action of August 26, 2019 meeting under New Business: Section A: Final selection of display site for donor recognition" made by Ellick, second by Babcock
Motion carried by voice vote Ayes 6, Nays 0.

VIII NEW BUSINESS

A. Action on Personnel committee recommendation

Chairperson King of Personnel and Compensation Committee handed out a new Job description for Assistant Director. Board discussed.

MOTION: "Accept recommendation of new job description for Assistant Director by Personnel and Compensation Committee" made by Babcock, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

B. Action of Technology committee recommendation

Chairperson Owen of Technology Committee discussed E-Rate bids and what the bids are for. Recommendation to Board of accepting bids of Spectrum Enterprise and Heimler Consulting.

MOTION: "Accept recommendation of Technology Committee to accept bids for E-rate services form Spectrum Enterprise (400 mb service) for Category 1 services and Heimler Consulting for Category 2 services" made by Stark, second by Owen
Motion carried by voice vote Ayes 6, Nays 0.

IX. COMMITTEE REPORTS

A. Personnel Committee- Report and recommendation-Item A under New Business

B. Policy Committee- None

C. Bylaw Committee – None

A. Technology Committee – Report and recommendation-Item B under New Business

D. Finance Committee – None

X. AGENDA ITEMS FOR MONDAY, JANUARY 27, 2020 MEETING

- A. Budget amendments
- B. Donor plaque
- C. Retention policy
- D. Assistant Director position

XI. BOARD COMMENT

Owen has been appointed to a new 3-year term by Solon Township Board.
Board wishes staff, community, and all a Merry Christmas and Happy New Year.

XII. ADJOURNMENT

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

Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:38 pm

Next regular meeting scheduled for Monday, January 27, 2020, 7:00 pm at the Library

Submitted by Secretary Owen

Approved by Board on 1/27/20