

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
SPECIAL BOARD MEETING**

TUESDAY, JUNE 9, 2020

7:00 PM MEETING

Cedar Springs Library is inviting you to a special scheduled Zoom meeting.

Topic: Policy/Procedures for Reopening Cedar Springs Public Library

Time: Jun 9, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86590181821?pwd=cjkvSIFVaHVkKzQ1ZFA1SVc5WjY3QT09>

Meeting ID: 865 9018 1821

Password: 6CVfJ1

**Cedar Springs Public Library
Mission Statement**

The mission of the Cedar Springs Public Library is to provide quality materials and services which fulfill the educational, informational, cultural and recreational needs of our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Meeting called to order by Secretary Owen at 7 pm on Zoom.

Present: Tony Owen, Becky Powell, Vicki Babcock, Louise King, Lissa Weidenfeller

Absent: Bob Ellick, Paul Stark

Quorum present

II. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic not on the agenda shall limit their comments to two minutes unless the chairperson deems otherwise.

No written or oral comments

II. APPROVAL OF THE AGENDA

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

IV. NEW BUSINESS

A. Approve Procedures and Policy Documents for Reopening the Library

MOTION: "Approve Policies and Procedures submitted by Director with changes as discussed" made by Powell, second by Babcock

Motion carried by voice vote Ayes 5, Nays 0.

(Note: change to Emergency Preparedness- Allow 2 person in kitchen area at a time. Change made in typo, word "cased" should be "case". During discussion Zoom interrupted and Weidenfeller was lost for a minute. When she returned, she voted to approve motion.) Director will send out a corrected copy to Board.

MOTION: "Approve allowing Director to implement temporary procedures to reopen Library supported by information as provided by Michigan State Library and Library Associations best practices" made by Owen, second by Babcock

Motion carried by voice vote Ayes 5, Nays 0.

(Note: Director will discuss with Chair if any questions arise concerning a procedure and apprise the full Board at the next meeting of procedures implemented.)

V. BOARD COMMENT

Weidenfeller would like to thank Clark for all she and the staff have done to get the Summer Reading Program up and running. Weidenfeller also suggested Clark contact the Library of Michigan and see if they have the Zoom Pro program for her to use for the Library, which would have some safeguards in it the free version does not.

VI. ADJOURNMENT

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

Motion carried by voice vote Ayes 5, Nays 0.

Zoom meeting ended at 7:40 pm

Next regular Library Board meeting will be at 7 pm, On June 22, 2020

Submitted by Secretary Owen, 

Approved by Board on 4/22/20

MINUTES

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

**TUESDAY
May 26, 2020**

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: Bob Ellick, Tony Owen, Becky Powell, Vicki Babcock, Louise King,
Absent: Paul Stark, Lissa Weidenfeller
Quorum present

II. PLEDGE OF ALLEGIANCE

Chair 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.

No oral or written comments were made.

IV. APPROVAL OF THE AGENDA

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

V. CONSENT AGENDA

- A. Approval of April 27, 2020 meeting
- B. Approval of Financial report of April 27, 2020

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

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet
Summer Reading Program is going to be online and is progressing well. Many Donations coming in from the community. Staff have been kept up to date through online meetings. Library has received a \$7500.00 dollar grant. Shields have been ordered for the Front Desk area. Lakeland has bulk ordered PPE materials to be ordered by individual libraries.

VII. UNFINISHED BUSINESS

A. Directors Evaluation

Director did not request a closed session.

King provided a report from the Personnel Committee combining all Board Members comments from the submitted evaluations. Board discussed with Director the excellent reviews of projects and other functions over the past year. Discussed a couple areas for improvement (time management and trying to do everything herself). Board members congratulated Director on job well done

VIII NEW BUSINESS

A. No new business

IX. COMMITTEE REPORTS

- A. Personnel Committee-None
- B. Policy Committee- None
- C. Bylaw Committee – None
- A. Technology Committee – None
- D. Finance Committee – Nine

X. AGENDA ITEMS FOR MONDAY JUNE 22, 2020 MEETING

- A. Approval of Fee Schedule effective July 1, 2020
- B. Approval of PayScale effective July 1, 2020

XI. BOARD COMMENT

No Board comments

XII. ADJOURNMENT

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

Motion carried by voice vote Ayes 5, Nays 0.

Meeting ended at 7:21 pm.

Next regular meeting scheduled for Monday, June 22, 2020, 7:00 pm at the Library

Submitted by Secretary Owen, *SO*

Approved by Board on 6/22/20

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
APRIL 27, 2020**

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 on ZOOM at 7 pm
Present: Bob Ellick, Tony Owen, Becky Powell, Vicki Babcock, Louise King,
Lissa Weidenfeller
Absent: Paul Stark
Quorum present

II. PLEDGE OF ALLEGIANCE

Chair dispensed with pledge because of meeting on ZOOM.

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 agenda" made by King, 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 January 27, 2020
- B. Approval of the Financial Report of January 2020
- C. Approval of February 24, 2020 meeting canceled minutes, no financial report
- D. Approval of March 23, 2020 meeting canceled minutes, no financial report

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 informed Board of how Library is working with Lakeland to work out how to reopen and what steps needed to be taken to ensure safety for patrons and employees. Shielding will be installed at front desk to separate employees and patrons.

VII. UNFINISHED BUSINESS

A. Approval of Assistant Director

MOTION: "Approve Laura Parks to new position of Assistant Director" made by King, second by Weidenfeller

Motion carried by voice vote Ayes 6, Nays 0.

B. Approval of new Hours based off Director's study

MOTION: "Approve change 2 of Library hours proposed by Director pending expiration of Governor's stay-at-home order" made by Babcock, second by Powell

Motion carried by voice vote Ayes 6, Nays 0.

C. Approval of Budget 2020/2021

MOTION: "Approve Budget for 2020/2021" made by Powell, second by King

Motion carried by voice vote Ayes 6, Nays 0.

VIII. NEW BUSINESS

A. No new business

IX. COMMITTEE REPORTS

A. Personnel Committee- Request Board members to submit their evaluations.

B. Policy Committee- None

C. Bylaw Committee – None

A. Technology Committee – None

D. Finance Committee – None

X. AGENDA ITEMS FOR TUESDAY MAY 26, 2020 MEETING

A. Director Evaluation

XI. BOARD COMMENT

Board congratulated Laura on the promotion.

Remember to turn in evaluations

Remember next month's meeting is on Tuesday

XII. ADJOURNMENT

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

Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:58 pm

Next regular meeting scheduled for Tuesday, May 26, 2020, 7:00 pm at the Library

Submitted by Secretary Owen

Approved by Board on 5/26/20