

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
AUGUST 24, 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**
- 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 July 27, 2020 Meeting minutes
 - B. Approval of July 2020 Financial report
- VI. DIRECTOR'S REPORT**
Director's full report is part of Board packet
- VII. UNFINISHED BUSINESS**
 - A. Approval of Budget 2019/2020 closing
- VIII. NEW BUSINESS**
 - A. Approval of updated Job Descriptions
- IX. COMMITTEE REPORTS**
 - A. Personnel Committee-None
 - B. Policy Committee- None
 - C. Bylaw Committee – None
 - A. Technology Committee – None
 - D. Finance Committee – None

X. AGENDA ITEMS FOR MONDAY SEPTEMBER 28, 2020 MEETING

A.

XI. BOARD COMMENT

XII. ADJOURNMENT

Next regular meeting scheduled for Monday, September 28, 2020, 7:00 pm at the Library

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
JULY 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 at 7:00 pm

Present: Bob Ellick, Tony Owen, Becky Powell, Louise King, Vicky Babcock,
Karen Ringler

Absent: Lissa Weidenfeller

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

IV. APPROVAL OF THE AGENDA

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

V. CONSENT AGENDA

- A. Approval of June 22, 2020 Meeting minutes
- B. Approval of June, 2020 Financial report

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

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

Online programs are doing great. Facebook programs and Summer Reading Program are well attended. We will be live streaming the prize drawings for the Summer Reading Program next Friday. Library was awarded a \$3500.00 dollar and a \$7500.00 dollar grant. Four (4) Chrome books are being purchased for patron use. Looking into a grant for five (5) hot spots for patron use.

VII. UNFINISHED BUSINESS

A. Approval of Budget amendments

MOTION: "Approve tabling this item until next month" made by Owen, second by Babcock

Motion carried by voice vote Ayes 6, Nays 0.

VIII NEW BUSINESS

A. Election of Officers

Chair turned meeting over to Secretary Owen for election of Chair

Secretary Owen opened nominations for Chair.

Ellick was nominated by Powell, second by Babcock

Ellick accepted the nomination

There were no other nominations, so nominations were closed by Secretary.

Board voted unanimously for Ellick as Chair.

Secretary Owen turned elections over to Chair Ellick

Chair opened nominations for election of Vice Chair

Babcock was nominated by Powell, second by King

Babcock accepted the nomination

There were no other nominations, so nominations were closed by Chair.

Board voted unanimously for Babcock as Vice Chair.

Chair opened nominations for election of Treasurer

Powell was nominated by Babcock, second by Owen

Powell accepted the nomination

There were no other nominations, so nominations were closed by Chair.

Board voted unanimously for Powell as Treasurer.

Chair opened nominations for Secretary

Owen was nominated by Powell, second by King

Owen accepted the nomination

There were no other nominations, so nominations were closed by Chair.

Board voted unanimously for Owen as Secretary.

B. Approval of Meeting schedule for 2021

MOTION: "Approve Board meeting schedule for year 2021" made by Babcock, second by Powell

Motion carried by voice vote Ayes 6, Nays 0.

C. Appointment of Board members to committees by Chair

Chair appointed members to committees. List will be sent to all members

D. Approval of benefits for staff for next year

MOTION: “Approve Melissa Dubridge to be credited with required hours to receive benefits” made by Powell, second by King
Motion carried by voice vote Ayes 6, Nays 0.

IX. COMMITTEE REPORTS

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

X. AGENDA ITEMS FOR MONDAY AUGUST 24, 2020 MEETING

- A. Approve closing of Budget for 2019/2020

XI. BOARD COMMENT

Welcome Karen to the Board
Donna, and staff, were thanked for all their efforts in running programs online and reopening the Library

XII. ADJOURNMENT

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

Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:35 pm

Next regular meeting scheduled for Monday, August 24, 2020, 7:00 pm at the Library

Submitted by Secretary Owen _____

Approved by Board on _____

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
JUNE 22, 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 Secretary at 7:02 pm
Present: Tony Owen, Becky Powell, Lissa Weidenfeller, Vicky Babcock
Absent: Bob Ellick, Louise King, Paul Stark
Quorum present

II. PLEDGE OF ALLEGIANCE

Secretary Owen 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

IV. APPROVAL OF THE AGENDA

MOTION: "Approve Agenda" made by Powell, second by Weidenfeller
Motion carried by voice vote Ayes 4, Nays 0.

V. CONSENT AGENDA

- A. Approval of May 26, 2020 meeting
- B. Approval of Financial report of May 26, 2020
- C. Approval of June 9th, 2020 Special Meeting minutes

MOTION: "Approve consent agenda" made by Weidenfeller, second by Babcock
Motion carried by voice vote Ayes 4, Nays 0.

MOTION: "Accept Paul Stark resignation" made by Babcock, second by Weidenfeller
Motion carried by voice vote Ayes 4, Nays 0.

Board wants to thank Paul for his service on the Board and wish him and his family well. Notice will be sent to City of Cedar Springs Mayor requesting appointment of replacement Board member.

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

The Library has approx. 400 signed up for the online Summer Reading Program. In getting ready to open we will allow only 25 % capacity (19 Patrons and staff). Temporary procedures are in place for distancing, face masks, and maintaining cleanliness between patrons. Dan Davis has taken the leather chair from lobby to repair it. Director will also check into proper handling of open carry in Library.

VII. UNFINISHED BUSINESS

A. Approval of Fee Schedule effective July 1, 2020

MOTION: "Approve Fee Schedule effective July 1, 2020" made by Powell, second by Babcock. Motion carried by voice vote Ayes 4, Nays 0.

B. Approval of Pay Scale effective July 1, 2020

MOTION: "Approve amended Pay Scale effective July 1, 2020" made by Babcock, second by Weidenfeller

Motion amended "Approve 2% increase for Director effective July 1, 2020 "made by Babcock, second by Powell

Motion and amendment approved by voice vote Ayes 4, Nays 0.

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 – None

X. AGENDA ITEMS FOR MONDAY JULY 27, 2020 MEETING

A. Election of Officers

B. Approval of Meeting schedule for 2021

C. Appointment of Board members to Committees by Chair

XI. BOARD COMMENT

Weidenfeller wishes to thank Director for everything with the Summer Reading Program and the reopening of the Library

XII. ADJOURNMENT

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

Motion carried by voice vote Ayes 4, Nays 0.

Meeting adjourned at 7:38 pm

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

Submitted by Secretary Owen

Approved by Board on 7/27/20