

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
APRIL 26, 2021**

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 March 22, 2021 Meeting minutes
- B. Approval of March 2021 Financial report

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

VII. UNFINISHED BUSINESS

- A. Director's Evaluation

VIII. NEW BUSINESS

- A. Workman's Compensation Claim

IX. COMMITTEE REPORTS

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

X. AGENDA ITEMS FOR MONDAY, May 24, 2021 MEETING

A.

XI. BOARD COMMENT

XII. ADJOURNMENT

Next regular meeting scheduled for Monday, May 24, 2021, 7:00 pm at the Library.

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
MARCH 22, 2021**

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 7:00 pm
Present: Tony Owen, Becky Powell, Karen Ringler, Maryevelyn Vu, Shelly Hilbert, Louise King attended via Zoom
Absent: Bob Ellick

II. PLEDGE OF ALLEGIANCE

Secretary 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 without director evaluation topic” made by Powell, second by Ringler

Motion carried by voice vote Ayes 6, Nays 0.

V. CONSENT AGENDA

- A. Approval of February 22, 2021 Meeting minutes
- B. Approval of February 2021 Financial report

VI. DIRECTOR’S REPORT

Director’s full report is part of Board packet.
Friends have been invited by Rotary to join them in their June 12th “Shred-It” fundraiser. Friends will also be looking into providing funds to replace one of the water fountains to include one that is featured to fill up a water bottle. Director

helped a CBDT Committee come up with a new plaque for the amphitheater. It is now in production. The Library received advertising from its movie licensing company that libraries are now able to offer movies outside. The Coop directors voted to leave it up to local libraries on how they quarantine their books. The Coop Director made a deal with Amazon for all member libraries to get Amazon Prime for free, a savings of \$190 for our Library. The Director has \$600 from the CARES ACT Grant to upgrade and replace the (4) Wi-Fi access points in the Library. The only added cost would be \$500 dollars for installation. The Director will be taking a vacation from April 2 to 12. The Asst. Director will fill in. 400 Easter kits with candy and prizes are set to give away starting March 19.

VII. UNFINISHED BUSINESS

- A. Directors Evaluation report- **(Removed from agenda to be put on April agenda)**
- B. Selection of Vice-Chair

Secretary Owen opened nominations for Vice-Chair

King was nominated for position

King turned down the nomination

Hilbert was nominated for position by Owen and Powell

Hilbert accepted the nomination.

No other nominations from floor

MOTION: "Close nominations" made by Powell, second by Ringler

Motion carried by voice vote Ayes 6, Nays 0.

Shelly Hilbert is the new Vice-Chair, Congratulations.

VIII. NEW BUSINESS

- A. None

IX. COMMITTEE REPORTS

- A. Personnel Committee-Director evaluation results **Removed from agenda)**
- B Policy Committee- None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee – None

X. AGENDA ITEMS FOR MONDAY, APRIL 26, 2021 MEETING

- A. Workman Compensation Claim
- B. Director Evaluation

XI. BOARD COMMENT

Bob Ellick mother passed away. Please sign the card being passed around.

Wish a happy birthday to Bob and Tony

Board wishes to thank Shelly for accepting the position of Vice-Chair.

XII. ADJOURNMENT

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

Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:40 pm.

Next regular meeting scheduled for Monday, April 26, 2021, 7:00 pm at the Library.

Submitted to Secretary Owen _____

Approved by Board on _____

MINUTES

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY
FEBRUARY 22, 2021

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

Chair called the Zoom meeting to order at 7:00 pm.
Chair Bob Ellick attending from Solon Township.
Secretary Tony Owen attending from Solon Township.
Skelly Hilbert attending from Solon Township.
Treasurer Becky Powell attending from Cedar Springs.
Trustee Louise King attending from Cedar Springs.
Trustee Maryevelyn Vu attending from Cedar Springs.
Trustee Karen Ringler attending from Cedar Springs.
Quorum is present.

II. PLEDGE OF ALLEGIANCE

Chair dispensed with the pledge without objection.

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 attending Zoom meeting. No oral or written comments made.

IV. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Powell, second by Owen
Notion carried by voice vote Ayes 7, Nays 0.

V. CONSENT AGENDA

- A. Approval of February 2, 2021 Meeting minutes
- B. Approval of February 3, 2021 Meeting minutes
- C. Approval of January 2021 Financial report

D. Approval to pay bills for March 2021- (Not included per motion)

MOTION: “Approve consent agenda items A, B, C, item D moved to Finance Committee” made by Powell, second by Owen
Motion carried by voice vote Ayes 7, Nays 0.

VI. DIRECTOR’S REPORT

Director’s full report is part of Board packet

The Libraries Easter Program is going to be mainly virtual. The Easter Bunny will be reading a story. The Library will be hiding 3 golden eggs to be located. Prizes will be given out. There will be over 400 bags of kits (provided by Jeff Uhew) will be given out. Bookmarks for the First Grade Library card drive will be handed out to be colored announcing the Summer Reading Program. Friends Held a book sale and raised over \$600.00 dollars.

VII. UNFINISHED BUSINESS

No unfinished business

VIII NEW BUSINESS

A. Review of proposed budget 2021/2022

MOTION: “Approve proposed budget for 2021/2022 as submitted” made by Owen, second by Powell

Motion carried by voice vote Ayes 7, Nays 0.

IX. COMMITTEE REPORTS

A. Personnel Committee-Director evaluation report form

King will send out an email with the Directors evaluation form attached. Please fill it out and return as soon as possible so committee can compile and have ready for the March meeting.

B. Policy Committee- None

C. Bylaw Committee – None

D. Technology Committee – None

E. Finance Committee – Item D

Treasurer Powell reviewed how bills are paid and the process Powell goes through with each of the expense items (including payroll) before approving them. Powell then sends bills to the City to have the checks written. The City is providing the Library accounting services for free, so the Library does not have to incur the expense of hiring an accounting firm to maintain the books.

X. AGENDA ITEMS FOR MONDAY MARCH 22, 2021 MEETING

A. Personnel Committee report on Director evaluation

B. Selection of Vice Chair

XI. BOARD COMMENT

Chair indicated the bills will not be separated out as an item but will be included in the Financial report as part of the Consent Agenda.

King reminded everyone they need to get the evaluations back to so committee can process them.

XII. ADJOURNMENT

MOTION: "Adjourn the meeting" made by King, second by Owen

Motion carried by voice vote Ayes 7, Nays 0.

Zoom meeting adjourned at 7:27 pm

Next regular meeting scheduled for Monday, March 22, 2021, 7:00 pm at the Library.

Submitted by Secretary Owen 

Approved by Board on 3/22/21