

MINUTES

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

**MONDAY
MAY 22, 2023**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N Main Street, Cedar Springs, MI 49319**

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: AJ Anielski, Tony Owen, Maryevelyn Vu, John Lehmoine, Tim Smith,
Mark Dykstra, Heidi Armock

Absent: None

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 to, or discuss, public comments unless the Chair approves.

Mary Gardner voiced thanks to Director Howe. She also spoke about communication between staff and board needs improvement. Spoke about how the director has been working over 60 hours and things she was required to do were not in the job description. Stated staff wanted to stay with Lakeland and hope Solon and the City can come to agreement.

IV. APPROVAL OF THE AGENDA

MOTION: "Approve Agenda" made by Smith, second by Lehmoine

During discussion

Anielski proposed a motion to add some items to the agenda under new business

Item B. Acceptance of resignation letter from Director Howe

Item C. Approval to start the process to hire an interim or full-time director

Item D. Approval of Library operation, staff schedules and contact information

Motion was seconded by Dykstra

Motion carried by voice vote Ayes 7, Nays 0.

MOTION: “Approve amended agenda “ made by Dykstra, second by Smith
Motion carried by voice vote Ayes 7, Nays 0.

V. CONSENT AGENDA

- A. Approval and affirming of April 24, 2023, Meeting minutes
- B. Approval of April 2023 Financial report

MOTION: “Approve consent agenda” made by Owen, second by VU
Motion carried by voice vote Ayes 7, Nays 0.

VI DIRECTOR’S REPORT

Director’s full report is part of Board packet

Discussion of Directors report figures and answered any questions Board had on report.

VII. UNFINISHED BUSINESS

- A. Personnel Committee report on status of Director evaluation process
Chair Smith Passed out the compiled evaluation report to the Board.
Smith presented the method the committee used to develop the evaluation.
- B. Director Evaluation
Director did not request a closed session for the evaluation.
Smith discussed the various factors used in the evaluation and how the results were compiled. Smith proceeded to discuss the evaluation
And some of the comments Board members had made. Results where the committee evaluation was excellent review.

VIII NEW BUSINESS

- A. Financial Training by Carol Dawes from Lakeland Co-OP
Carol provided the Board with a spread sheet comparing the various libraries in the Lakeland co-op. She outlined for the board where the Cedar Springs Library rated within the funding levels of the various libraries. The figure of \$35.00 dollars per capita is an adequate funding level. Per-capita is the total number of people in the service area of the library. This is the standard figure used by the State of Michigan Library for how a library should be funded. Cedar Springs Library is also very low on its digital content for patron use.
- B. Acceptance of resignation letter from Director Howe

MOTION: “Accept resignation letter from Director Howe” made by Anielski, second by Owen. Motion carried by voice vote Ayes 6, Nays 1.

- C. Approval to start the process to hire an interim or full-time director

MOTION: “Approve Lakeland Library Co-op to be active in the recruiting process For a position of a fulltime director” made by Anielski, second by Owen
Motion carried by voice vote Ayes 7, Nays 0.

- D. Approval of Library operation, staff schedules and contact information

Director Howe explained how the library was to operate through the Asst Director until a new director can be hired. Some oversight by the Board will be needed to sign documents concerning vouchers to the city for checks to be written. Programs and summer reading are all set, and staff are more than capable to carry it out. Board thanked Director Howe for the job she did in setting up the transition operation.

MOTION: “Approve Armock as the point person for staff to contact with questions, concerns” made by Anielski, second by Owen
Motion carried by voice vote Ayes 7, Nays 0.

IX. COMMITTEE REPORTS

- A. Personnel Committee – new wage schedule to begin 7/1/23
Chair Smith presented a proposed wage scale to be effective 7/01/23 for board consideration. Anielski instructed Owen to place it on the next month agenda.
- B. Policy Committee – None
Anielski instructed Owen to work up a possible policy for non-resident cards for next meeting consideration.
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee – New cost of new phone line. Proposed fee schedule for 7/1/23
Chair Armock had reviewed and spoken with Smith the new wage scale
The new fee schedule will be presented to the Board next meeting with
Possible inclusion of a recommendation on a non resident card fee

X AGENDA ITEMS FOR MONDAY JUNE 26, 2023, MEETING

- A. Approval of new wage rates
- B. Review of new fee schedule
- C. Approval of any budget amendments for year ending 6/30/23
- D. Review of policy on nonresident cards

XI. BOARD COMMENT

Discussion of Zoom access and adding another phone line.
Currently Board has not approved any Zoom videos of the Board meeting/
Cost of a new phone line appears to be too expensive for current budget as it
Would require purchasing several new phones and installing a new line into the Library.

Smith: Mary had a great deal of courage to stand up and address the Board

Armock: When there is movement on a contract, we will let staff know. My kids

are looking forward to the summer reading program.

Lehmoine: Be on the positive not the negative side of things.

Vu: Thank you Kamey for your work and thank you to Mary for her support

XII ADJOURNMENT

MOTION: “Adjourn meeting” made by Owen, second by Dykstra
Motion carried by voice vote Ayes 7, nays 0.

Meeting adjourned at 9:16 pm

Next regular meeting scheduled for Monday, June 26, 2023, 7:00 pm at the library.

Submitted by Secretary Owen

Approved by Board on 6/26/23

Attachments:

Director Howe resignation letter

5/21/23

Kamey Krum-Howe
Cedar Springs Public Library Director
Cedar Springs Public Library

Cedar Springs Public Library Board of Trustee's:

This letter is to notify you that I am resigning from the Cedar Springs Public Library. Friday, June 2, 2023 will be my last day of employment.

I am honored and feel so fortunate to have been given the opportunity to be part of the Cedar Springs Public Library Community.

Respectfully,

A handwritten signature in black ink that reads "Kamey Krum-Howe". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Kamey Krum-Howe