

**MINUTES**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
FEBRUARY 26, 2018**

**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 Owen  
Present: Owen, Powell, Babcock, King, Weidenfeller  
Absent: Ellick, Stark

**II. PLEDGE OF ALLEGIANCE**

Pledge was led by Owen

**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. Board will not respond or discuss public comments unless Chair approves.

No oral or written comments

**IV. APPROVAL OF THE AGENDA**

**MOTION:** "Approve corrected agenda" made by Babcock, second by Weidenfeller  
Motion carried by voice vote

**IV. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of January 22, 2018
- B. Approval of the Financial Report of January 22, 2018

**MOTION:** "Approve consent agenda" made by Powell, second by King  
Motion carried by voice vote

## VI. COMMITTEE REPORTS

- A. Personnel Committee-None
- B. Policy Committee-Review of policy changes Chapters 1-3  
Correct Chapters 1 to 3 provided members as current Trustee manuals did not appear to be up-to-date. To be discussed next meeting
- C. Bylaw Committee – Final Draft review  
Final form of Bylaws was included in Board packet for members to review before voting
- D. Technology Committee – None
- E. Finance Committee –None

## VII. DIRECTOR'S REPORT

Director's full report is part of Board packet  
Lion's Club provided the Library devices to help patrons with vision and hearing problems, including hand-held magnifying glasses that have an internal light, a very large piece of equipment with a screen that will magnify up to 78 times normal materials, a Ruby HD (handheld video magnifier), software that will read to you, etc. The gift from the Lion's Club was \$7,078.00. The DTE grant, submitted in September, 2017 is still in process.

## VIII. UNFINISHED BUSINESS

- A. Roof project update  
Board was provided with a bid for roof ice fence to consider.
- B. Vote on Bylaw update

**MOTION:** "Adopt updated Bylaws with effective date February 26, 2018" made by Babcock, second by Weidenfeller  
Motion carried by voice vote: Ayes 5, Nays 0, Absent 2

## IX. NEW BUSINESS

- A. Review of rental fees for rooms in Library

**MOTION:** "Allow advance bookings six (6) months in advance. Classroom will rent for ten dollars (\$10.00) an hour. Fifty dollars (\$50.00) for six (6) hours. No minimum. No kitchen privileges. Community room will rent for twenty dollars (\$20.00) an hour with a minimum of three (3) hours rental. One hundred dollars (\$100.00) for six (6) hours, includes the kitchen area. This is to become effective April 1, 2018. Rentals on the calendar already will remain at their current price." made by Babcock, second by King.  
Motion carried by voice vote. Ayes 5, Nays 0, Absent 2

- B. Discussion
  - a. Strategic Plan and process  
Board discussed a process and will act at next meeting
  - b. Policy update for 2018, Chapters 4-5  
Owen handed out Chapters 1 to 3 for Board members to review. Chapters 4 and 5 will be moved to another meeting. Copy of current policies will be forwarded to members. Some formatting was discussed to improve page layout.

- C. Adopt 2017-2018 Budget Amendments

MOTION: "Accept budget amendments as presented" made by Treasurer Powell, second by Babcock.

Motion carried by voice vote Ayes 6, Nays 0, Absent 2

**X. AGENDA ITEMS FOR MONDAY MARCH 26, 2018 MEETING**

- A. Discuss policy update Chapters 1-3
- B. Strategic Plan process

**XI. BOARD COMMENT**

King informed Board of grant training being held in Grand Rapids.

Owen made change in committee assignments.

Powell moved to Bylaw Committee from Personnel and Compensation

Committee. Lissa Weidenfeller moved to Personnel and Compensation Committee from Bylaw Committee

**XII. ADJOURNMENT**

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

Motion carried by voice vote.

Meeting adjourned at 8:23 pm

Next regular meeting scheduled for Monday, March 26, 2018, 7 PM at the Library

Submitted by Secretary Owen *AO*

Approved by Board 3/26/18