

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
MAY 23, 2016**

**7:00 PM MEETING**

**CEDAR SPRINGS PUBLIC LIBRARY  
43 W. CHERRY 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  
Absent: Phillips  
Quorum present

**II. 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.

Project Manager Duane McIntyre presented to the Board a status update of new Library project and where Board is at in the Bid process. Also, discussed insurances and performance bonds with Board. (On 5/24/16, Board scheduled 2 special meetings to consider and interview contractors. June 6, 3pm at the Library, June 14, 6 pm at Andrus Architect)

**III. APPROVAL OF THE AGENDA**

**MOTION:** "Accept agenda" made by Babcock second by Owen  
Motion carried by voice vote

**IV. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of April 25, 2016
- B. Approval of the Financial Report of April, 2016
- C. Approval or the Minutes of Special Board meeting May 03, 2016

**MOTION:** "Accept consent agenda" made by Powell second by Alber  
Motion carried by voice vote.

**V. COMMITTEE REPORTS**

- A. Personnel Committee – Yes  
Recommendation by Chair Babcock to provide employees a 1 time .35 raise and adjust future pay scales to reflect that increase. Recommends a 3 % buyout of health insurance for Director Clark at \$369.00.

- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –Yes

Treasurer Powell provided discussion on upcoming Budget adjustments to accommodate increases in payroll. Contract with Solon and City has a 6 month waiting period from time Solon informed City of Cedar Springs of wanting to terminate contract. Recommended that Board accept the pay increases and buyout as it can be covered within budget.

**VI. DIRECTOR'S REPORT**

Directors complete report is included in packet. Director handed out the new flyer for the reading program. Discussed the high points of the program and the many contributors to it. Discussed volunteer services provided by local organizations to the Library including the CTA cleaning up the outside grounds of Library.

**VII. UNFINISHED BUSINESS**

- A. Contract for Library service between Solon Township and City of Cedar Springs and Library

Chair informed Board that Solon has notified City of Cedar Springs they wish to cancel contract and initiate a new one. This process will take over 6 months because of time frames given in the current contract.

- B. Review pay scales and hours

**MOTION:** "Accept Personnel and Finance committee's recommendations on employee pay raise of .35 to be effect July 1, 2016" made by Babcock second by Powell  
Motion carried 5 ayes 1 nay.

- C. Directors Salary and benefits

**MOTION:** "Accept recommendations of Personnel and Finance committee's on buyout of Director's health care cost \$369.00 effective July 1, 2016" made by Babcock second by Powell  
Motion carried 5 ayes 1 nay

- D. Development Agreement with CBBDT

**MOTION:** "Accept Development Agreement with amendments between the Cedar Springs Public Library and the Community Building Development Team pending successful posting of performance bond and purchasing of proper insurance coverage" made by Powell second by Ellick  
Motion carried by voice vote.  
Secretary Owen made Board indicated changes to agreement and sent it to CBBDT for their consideration and approval.

**VIII. NEW BUSINESS**

No new business opened

**IX. AGENDA ITEMS FOR MONDAY JUNE 27, 2016 MEETING**

- A. Budget adjustments 2015/2016
- B. Budget adjustments 2016/2017
- C. Library fee schedule approval 2016/2017

- D. Review bids for new Library project
- E. Reconsideration of Facebook access on Library computers

**X. BOARD COMMENT**

No Board comments

**XI. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by Alber second by Babcock  
Motion carried by voice vote  
Meeting adjourned at 8:10 pm

Next regular meeting scheduled for Monday, June 27, 2016, 7PM at the Library  
Special meeting scheduled for June 6, 2016, at 6 pm, at the Library  
Special meeting scheduled for June 14, 2016, at 3 pm, at Andrus Architecture  
Approved by Board at the June 27, 2016 regular meeting

Signed Board Secretary Owen

