

**MINUTES**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**TUESDAY  
MAY 29, 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 Vice-Chair Stark at 7:00 pm  
**Present:** Owen, Powell, Babcock, Stark, King, Weidenfeller  
**Absent:** Ellick

**II. PLEDGE OF ALLEGIANCE**

Pledge led by Vice Chair Stark

**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 nor discuss public comments unless the Chair approves.

No oral or written comments

**IV. APPROVAL OF THE AGENDA**

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

**V. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of April 23, 2018
- B. Approval of the Financial Report of April 23, 2018

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

**VI. COMMITTEE REPORTS**

- A. Personnel Committee-Director Evaluation  
Chair Babcock informed Board several members have not submitted their evaluations and the committee needs them to finish evaluation to be conducted next month at the June 25, 2018 meeting.

- B. Policy Committee-Policy changes for Chapter 2  
Chair Owen discussed the changes made to Chapter 2. Board discussed several options and changes were made to comply with Board wishes. Copy of Chapter 3 was passed out to Board for review and voting on in the June 25, 2018 meeting.
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

## VII. DIRECTOR'S REPORT

Director's full report is part of Board packet

On 5/31/18, at 7 pm, the Readers Theater will be performing at the Library. Still need 20 volunteers for Summer Reading program. Nugent Builders is celebrating their 40<sup>th</sup> anniversary, Wednesday, June 13, 2018, from 5 to 9pm at Townsend Park. Those wishing to attend must RSVP by June 1, 2018. The Library received a \$1500 grant under the Public Library Services Grant Program, funded through the Library Services Technology Act (LSTA). The grant provides educational materials/games in the areas of science, technology, engineering and math. It is to be used and demonstrated during the Library's Summer Reading Program. The Library has had a lot of school visits at the end of the school year. The Library received a grant from Old Orchard of (80) 64 oz. bottles of juice to be used during the summer reading program. There will be some staffing changes coming soon. Tyrone Township send a delegation from their library to tour our new library facility and to ask questions relating to fundraising and launching a successful capital campaign. The Director and Trustee King met with them and answered their questions. They felt the visit was worthwhile.

## VIII. UNFINISHED BUSINESS

- A. Approve Policy Chapter 2

**MOTION:** "Approve Chapter 2 as submitted with agreed upon changes" made by Babcock, second by King.

Motion carried by voice vote Ayes 6, Nays 0.

Chair Owen will have clean copies for Board by next meeting.

- B. Review of Strategic Plan outline and schedule dates

**MOTION:** "Approve plan proposed process and dates as submitted" made by Owen, second by Powell.

Motion carried by voice vote Ayes 6, Nays 0.

- C. Director Evaluation

**MOTION:** "Table evaluation until June 25, 2018 meeting" made by Owen, second by Powell.

Motion carried by voice vote. Ayes 6, Nays 0.

## IX NEW BUSINESS

**MOTION:** "Add to new business LSTA grant from Library of Michigan" made by Babcock, second by Weidenfeller.

Motion carried by Voice vote. Ayes 6, Nays 0.

- A. LSTA Grant

**MOTION:** "Approve \$1500.00 dollars for LSTA Grant for Tinkers Spaces from Library of Michigan" made by Babcock, second by Weidenfeller.  
Motion carried by voice vote. Ayes 6, Nays 0.

**X. AGENDA ITEMS FOR MONDAY JUNE 25, 2018 MEETING**

- A. Vote on Policy update of Chapter 3
- B. Start Strategic Plan process
- C. Director Evaluation

**XI. BOARD COMMENT**

Weidenfeller updated Board on meeting concerning Emergency Response/ Crisis Management held at the Library. Very good information came out of meeting. Staff training is a must in critical incident handling. Police and Fire recommended a couple physical plant changes. Training in CPR and AED needed. Also Library should invest in a AED.

Babcock wanted to remind everyone to turn in their evaluations asap so committee can compile results and develop evaluation report.

King reminded everyone that June 25, 2018 at 5:30 pm is our working session of strategic plan and it is a potluck. Sign up with King as to what you are going to bring.

**XII. ADJOURNMENT**

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

Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 8:30 pm

Working Session scheduled for Monday June 25, 2018, 5:30 pm at the Library

Next regular meeting scheduled for Monday, June 25, 2018, 7:00 pm at the Library

Submitted by Secretary Owen 

Approved by Board on 6-25-18