

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
NOVEMBER 28, 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**

Chair called the meeting to order at 7:00 pm  
Present: Ellick, Powell, Owen, Hall, Babcock, King  
Absent: None

**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.

Council member Rose Ellen Powell addressed the Board and thanked them for their commitment and dedication to the Library

No other written or oral comments

**III. APPROVAL OF THE AGENDA**

**MOTION:** "Approve the agenda" made by Owen, second by Powell  
Motion carried by voice vote.

**IV. CONSENT AGENDA**

- A. Approval of the Minutes of Board meeting October 24, 2016
- B. Approval of Financial report for October 2016

**MOTION:** "Accept the consent agenda" made by Powell, second by Owen  
Motion carried by voice vote

**V. COMMITTEE REPORTS**

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None

- E. Finance Committee –Treasurer Powell discussed the budget and the issues with current reports. Reports will be corrected for next meeting. New City treasurer is updating Library accounts.

## **VI. DIRECTOR'S REPORT**

Directors report is attached as part of the Board packet.

Functions involved and upcoming: Merry Christmas ornaments, Gingerbread House making, Santa will be here for Story Time 12/16, Pictures with Santa on 12/20. Participating with Kent Theater and Chamber adding a Readers Theater to Christmas program, KDL and Library participating at the Brewery for Book Club 11/29 at 6:30 pm. Friends Book sale totaled \$375.00 dollars.

## **VII. UNFINISHED BUSINESS**

- A. Update of Library Project-Duane McIntyre  
Landscaping will be next spring. Repairing sidewalks (will be notifying City) Concrete work almost done. First coat on parking lot.

**MOTION:** “Redo sidewalks as needed up to \$5000.00 dollars” made by Powell, second by Hall  
Motion carried by voice vote.

## **VIII. NEW BUSINESS**

- A. Payment Document for Consideration- Duane McIntyre

**MOTION:** “Approve \$2460.00 for Andrus Architecture” motion made by Powell, second by Babcock  
Motion carried by voice vote

**MOTION:** “Authorize \$209,616.30 total Payment consideration minus \$11,501.82 to be billed to CBDT leaving balance \$198,114.48. Approve \$198,114.48 for Library to pay” made by Owen, second by King.  
Motion carried by unanimous voice vote.

- B. Change order approvals

Table Change order for network wiring.

Duane is to speak with Nugent and seek outside bids.

006 Furniture shelving change approx. \$5134.00 dollars to be paid 12/19/16

003 Adjustment on Book drop box approx. \$1600.00

Change order concerning foam under floor will be reviewed by Duane.

**MOTION:** “Approve current change orders” made by Babcock, second by King  
Motion carried by voice vote

- C. Replacement Board member and election of Vice-Chair  
No replacement Board picked by City to replace Alber

**MOTION:** “Nominate Hall to be Vice Chair for remainder of Alber's Vice-Chair term” made by Ellick, second by Babcock  
No other nominations  
Motion carried by unanimous voice vote

D. CDBT presentation on Funding- Kurt and Sue Mabie  
Kurt discussed funding for the Library and what CDBT has already approved. As things are speeding up would like the Library, CDBT, and City to meet on a regular basis to ensure bills are not being paid twice and funds are being applied to proper Library building accounts. Treasurer will arrange a regular meeting time with City and CDBT to discuss funding and billing.

**IX. AGENDA ITEMS FOR MONDAY JANUARY 25, 2017 MEETING**


- A. Payment Document for Consideration- Duane McIntyre
- B. Change orders Duane McIntyre
- C. Budget report from Treasurer

**X. BOARD COMMENT**

Thanks to Duane for all his hard work on the project

**XI. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by King, second by Babcock  
Motion carried by voice vote  
Meeting adjourned at 7:58 pm

Special Board meeting December 19, 2016, 7 pm at the Library  
Next regular meeting scheduled for Monday January 23, 2017, 7PM at the Library  
Submitted by Secretary Owen   
Approved by Library Board January 23, 2017