

**MINUTES**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
NOVEMBER 27, 2017**

**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 Chair at 7:00 pm  
Present: Ellick, Owen, Babcock, Stark, Powell  
Absent: King  
Resigned: Hall

**II. PLEDGE OF ALLEGIANCE**

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

No oral or written public comments

**IV. APPROVAL OF THE AGENDA**

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

**V. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of October 25, 2017
- B. Approval of the Financial Report of October 2017

**MOTION:** "Approve consent agenda" made by Owen, second by Stark  
Motion carried by voice vote

**VI. COMMITTEE REPORTS**

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

**VII. DIRECTOR'S REPORT**

Directors full report is part of Board packet

City Kris Kringle celebration we will have 250 mugs to be decorated and ornaments to make. Tuesday at 6:30 pm there will be an author presentation at the Library. 15 patrons were here to make Christmas cookies. The Library is hosting the gingerbread display this week. Bricks are selling well. Meijer's has donated \$400.00 to the Library.

**VIII. UNFINISHED BUSINESS**

None

**IX. NEW BUSINESS**

A. Arts and Cultural Form approval

**MOTION:** "Approve the Arts and Council Form" made by Babcock, second by Stark  
Motion carried by voice vote

B. Separate policy on substitute Library workers  
Babcock informed Board the position had been eliminated.

C. Pay scale update  
Powell and Babcock informed Board there was no money in the budget to implement the new pay scale. The current pay scale will remain in effect.

D. Personnel and Compensation Committee recommendation on hours and staff changes

**MOTION:** "Approve the job descriptions be accepted as presented with the exception that the pay levels remain at the current levels as the original lettering until the Finance Committee can support the new pay scale" made by Babcock, second by Owen  
Motion carried by voice vote.

**X. AGENDA ITEMS FOR MONDAY DECEMBER 18, 2017 MEETING**

A.  
B.

**XI. BOARD COMMENT**

Chair discussed roof ice fence need. Presented to Board estimate from Melvin Belk. Mr. McIntyre informed Board of need for action and no other bids have been acceptable in cost.

**MOTION:** "Accept \$1850.50 bid pending Chair and McIntyre approval of final project" made by Powell, second by Owen  
Motion carried by voice vote.

**XII. ADJOURNMENT**

**MOTION:** "Adjourn meeting" made by Babcock, second by Stark.  
Motion carried by voice vote  
Meeting adjourned at 7:25 pm

Next regular meeting scheduled for Monday, December 18, 2017, 7PM at the Library

Submitted by Secretary Owen

Approved by Board

12/18/17