

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
November 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 Chair at 7:00 pm
Present: Ellick, Owen, Stark, Powell, Babcock, King,
Absent: Weidenfeller

II. PLEDGE OF ALLEGIANCE

Pledge led by Chair

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, or discuss, public comments unless the Chair approves.

No oral or written comments

IV. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Stark, 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 September 24, 2018
- B. Approval of the Financial Report of September 24, 2018
- C. Approval of the Minutes of the Board meeting of October 22, 2018
- D. Approval of the Financial Report of October 22, 2018

MOTION: "Approve Consent Agenda" made by Owen, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

VI DIRECTOR'S REPORT

Director's full report is part of Board packet

Director discussed the recent Geocaching Film Festival. Discussed the Meeting of the Authors and Writers.

VII. UNFINISHED BUSINESS

A. Strategic Plan Process-Survey results

MOTION: "Schedule Workshop for Strategic Plan for January 28, 2019, at 6:00 PM"
made by Owen second by Stark
Motion carried by voice vote Ayes 6, Nays 0.

B. Donor recognition display in Library

MOTION: "Table this subject until February 25, 2019 meeting" made by Ellick, second
by Powell
Motion carried by voice vote Ayes 6, Nays 0.

C. Security Cameras

Presentation of diagram and discussion of camera placement.

MOTION: "Accept bid \$7,273.00 for 18 cameras according diagram and to estimate
605D" made by Ellick, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

IX NEW BUSINESS

No new business

X. COMMITTEE REPORTS

A. Personnel Committee- Updated job descriptions

MOTION: "Accept updated Collection position" made by Powell, second by Stark
Motion carried by voice vote Ayes 6, Nays 0.

B. Policy Committee-Manual update

Manuals are coming along. Personnel Committee working on Employee Handbook. Finance Committee finalizing account information for Board.

C. Bylaw Committee – None

D. Technology Committee – None

E. Finance Committee – Updated definitions and form
To be placed on January Agenda for acceptance

XI. AGENDA ITEMS FOR MONDAY DECEMBER 17, 2018 MEETING
No items

MOTION: "Cancel December 17, 2018 meeting for lack of agenda items" made by Owen, second by Powell
Motion carried by voice vote Ayes 6, Nays 0.

XII. BOARD COMMENT

MOTION: "Approval Library closing for the holidays 12/24/18, 12/25/18, 12/26/18 and 12/31/18, 1/1/19, 1/2/19" made by Ellick, second by Stark
Motion carried by voice vote Ayes 6, Nays 0
Director to post closings and adjust hours as needed.

XIII. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen, second by Babcock
Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:56 pm

Next regular meeting scheduled for Monday, December 17, 2018, 7PM at the Library has been canceled

Next meeting is a workshop at 6:00 pm January 28, 2019

Next regular meeting is scheduled for January 28, 2019, at 7:00 PM at the Library

Submitted by Secretary Owen

Approved by Board on 2/7/19