

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
OCTOBER 24, 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
Present: Ellick, Owen, Babcock, Hall, King
Absent: Powell
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.

Kathy Bremmer made oral comments and at request of Chair submitted written questions
No other oral or written comments

III. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Babcock second by King
Motion carried by voice vote

IV. CONSENT AGENDA

- A. Approval of the Minutes of Board meeting September 26, 2016
- B. Approval of Financial report for September 2016

MOTION: "Approve consent agenda with clerical corrections to minutes" made by Babcock second by Hall
Motion carried by voice vote

V. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – Update to FOIA and Disruptive Patron
Owen presented copies in Board packet of updated materials for approval
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VI. DIRECTOR'S REPORT

Directors report is attached as part of the Board packet.

Received a \$580.00-dollar donation in name of Jane Barker

From September 9 to today we have received \$4807.00 dollars in brick and blocks donations. This fundraising is picking up now people see the new building going up.

We have had over \$90,000.00 donated since last year.

Staff will be going to training

VII. UNFINISHED BUSINESS

A. Update of Library Project-Duane McIntyre

Duane updated Board on status of project. Retaining wall and landscaping will be put in next spring. Windows will be put in the 2nd week of November. Metal room is being worked on and delivery is expected shortly. Bricklayers are starting and windows should be here in time for them to finish. Contractor trying to finish outside before weather changes. Per Chair the change orders and proposals are signed and complete.

VIII. NEW BUSINESS

A. Payment Document for Consideration- Duane McIntyre

MOTION: "Payment consideration and authorize to pay \$150,138.72" made by King second by Babcock.

Motion carried by voice vote

(Secretary note: Total bill was \$184,496.40 of which CBDT will be paying \$34,357.68)

B. Review of FOIA Fee procedure clarification

MOTION: "Accept FOIA fee procedure clarification of fee process" made by Babcock second by Hall.

Motion carried by voice vote.

(This will be added as an amendment to the FOIA Policy and FOIA Summary effective 10/24/2016.)

C. Review of Disruptive Patron update

MOTION: "Accept update of Disruptive Behavior policy" made by King second by Babcock

Motion carried by voice vote

(This will be added to Policy manual and replace current policy effective 10/24/2016)

D. Discussion of City offer to use council chambers for meetings

Board thanks City Manager for the generous offer but at this time declines.

E. Discussion of Board training needs

Chair discussed training given by MML. Would prefer trainings given by certified parliamentarian. Board does not have any CEU requirements. Director will check to see if there are any trustee trainings being offered by the Library of Michigan which Board members could attend.

IX. AGENDA ITEMS FOR MONDAY NOVEMBER 28, 2016 MEETING

A. Special meeting set for December 19, 2016 to pay bills.

B. Replacement Board member and election of Vice-Chair

X. BOARD COMMENT

Chair requested Secretary to respond to questions presented by Bremmer as she did not feel Board had addressed them during discussion of FOIA agenda item.
No other board comment

XI. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen second by Babcock.
Motion carried by voice vote
Meeting adjourned at 7:53 pm

Next regular meeting scheduled for Monday November 28, 2016, 7PM at the Library

Special Board meeting scheduled for Monday December 19, 2016

Submitted by Secretary Owen

Approved by Board on

[Signature]
11/28/16