

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
SEPTEMBER 26, 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 meeting to order at 7:00 pm
Present: Ellick, Alber, Powell, Owen, Babcock, King, Hall
Absent: None
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 provided oral and written comments to the Board
Sharon Magoon provided oral comment to Board

III. APPROVAL OF THE AGENDA

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

IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of July 25, 2016
- B. Approval of the Financial Report of July/August, 2016
- C. Approval of the Minutes of Special Board meeting August 2, 2016
- D. Approval of the Minutes of Special Board meeting August 22, 2016
- E. Approval of the Minutes of Special Board meeting September 10, 2016

MOTION: "Approve the consent agenda" made by Powell second by Babcock
Motion carried by voice vote

V. COMMITTEE REPORTS

- A. Personnel Committee – Trustee King added as member
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None

E. Finance Committee –Trustee King added as member

VI. DIRECTOR'S REPORT

Directors complete report is included in Board Packet

Paper recycle bin is behind Library and it will be used to raise money in recycling of books. Red Flannel Queen has been selected.

VII. UNFINISHED BUSINESS

A. Budget adjustments for 2015/2016-Tabled from July 25, 2016 regular meeting

MOTION: “Approve Treasurer Powell’s recommended adjustments to the 2015/2016 Budget” made by Powell second by Babcock
Motion carried by voice vote

B. Update of Library Project-Duane McIntyre

Duane updated Board on status of new Library. They are getting ready to put roof on and work on underground plumbing Discussed issue with windows and bronze tint.

MOTION: “Use the Pella 450 series windows with E-protection” made by Alber second by Hall
Motion carried by voice vote

VIII. NEW BUSINESS

A. Payment Document for Consideration- Duane McIntyre

MOTION: “Authorize payment of \$148,184.10 for the Payment Document from Nugent Builders” made by Ellick second by Powell.
Motion carried by unanimous voice vote.

Change order for payment 1 has been signed and submitted for CDBT to pay their portion.

B. Publishing of Board Contact information

MOTION: “To publish Board contact information” made by Alber second by Babcock
Motion **did not** carry by unanimous voice vote.

C. Review of colors for children's area & blinds for the library

MOTION: “To accept bronze colors for blinds and frames” made by Powell second by Hall.
Motion carried by voice vote

MOTION: “To make children’s area wall colors Sunny Veranda and Ange Stone” made by Powell second by Hall
Motion carried Ayes-(4) Ellick, Hall, Powell, King. Nays-(3) Owen, Babcock, Alber

D. Review of disruptive patron process

Board discussed process and referred to Policy committee to come back to next meeting with an updated process to include some increasing steps of actions to take with disruptive person.

E. Appeal of FOIA #004-16 fees

MOTION: "To uphold the fees charged for FOIA 004-16" made by King second by Ellick

Motion carried Ayes (6) Ellick, Powell, Owen, King, Babcock, Hall., Nay (1) Alber (Secretary note: Patron Bremmer was in attendance at meeting, interacted with Board during discussion of appeal. Was present when Board voted to uphold charges)

Board referred FOIA policy to policy committee for update on fees and estimates

IX. AGENDA ITEMS FOR MONDAY OCTOBER 24, 2016 MEETING

- A. Update of disruptive patron procedure
- B. Update on FOIA procedure

X. BOARD COMMENT

Hall commented that new Library is looking great and is excited about it. Owen informed Board he had obtained a copy of the Kent County Sheriff Department's investigation of the Library Board possibly violating the Open Meetings Act. Case was closed.

MOTION: "To enter Kent County Sheriff's report into the official records of the Library" made by Ellick second by Babcock

Motion carried by voice vote.

Alber indicated she may be resigning.

XI. ADJOURNMENT

MOTION: "Adjourn meeting" made by Alber second by Babcock

Motion carried by voice vote

Meeting ended at 7:57 pm

Next regular meeting scheduled for Monday October 24, 2016, 7PM at the Library

Submitted by Board Secretary Owen

Final Minutes approved by Board  10/24/2016