

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
SEPTEMBER 25, 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 at 7 pm by Chair
Present: Ellick, Babcock, Hall, Owen, Powell, Stark
Absent: King

II. PLEDGE OF ALLEGIANCE

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

No oral or written comments

IV. APPROVAL OF THE AGENDA

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

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of August 28, 2017
- B. Approval of the Financial Report of August 2017

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

VI. COMMITTEE REPORTS

- A. Personnel Committee – Discussion concerning staffing
Committee is reviewing positions based on new hours Library is opened. Change in minimum and maximum allowed hours may be submitted as amendment to wages form. Final recommendations will be brought to Board at October meeting

- B. Policy Committee – Discussion concerning policy responsibility.
Policy Committee reminded Board that rules and regulations affecting areas outside the Library Building proper should be obtained from City as it is a city park.
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VII. DIRECTOR'S REPORT

Directors report is attached in Board packet
Getting Library ready for the Red Flannel Festival in October. Needing to hire new staff.

VIII. UNFINISHED BUSINESS

- A. Status of Library project- Duane McIntyre
Ice-breaker system for the Library roof is still in the bidding process and calls are being made to vendors for prices.
 - 1. Permanent Occupancy Permit
All signs have been installed and we should have permanent occupancy permit shortly. All needed materials have been sent to the City for finalization of permit.
 - 2. Warranty materials
According to Nugent, the warranty papers and materials are coming together and the Library should have them shortly

IX. NEW BUSINESS

No new business

X. AGENDA ITEMS FOR MONDAY OCTOBER 23, 2017 MEETING

- A. Personnel and Compensation Committee recommendation on hours and staff changes
- B. Separate policy on substitute Library workers

XI. BOARD COMMENT

Trustee training coming up on 10/13/17

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen, second by Babcock
Motion carried by voice vote
Meeting ended 7:21 pm

Next regular meeting scheduled for Monday, October 23, 2017, 7PM at the Library

Submitted by Secretary Owen:

Approved by Board on 10/23/17