

MINUTES

Draft

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY DECEMBER 18, 2023
7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY
107 N Main Street, Cedar Springs, MI 49319

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 Smith at 7:00pm

Present: Tim Smith, Heidi Armock, Mark Dykstra, Tony Owen, Michelle Gritter, John Lehmoine, Ron Howell

Absent: None

Quorum present to do business

II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

III Approval of Agenda

Motion by Mark 2nd Michelle

Motion by Lehmoine 2nd by Owen to Amend the Agenda by (1) adding another Public Comment just before VIII Unfinished Business and (2) Board Packets as a new IX New Business (i)

Voice Vote Ayes 7 Nays 0 **Motion Passes**

IV Consent Agenda

a. Minutes of 27Nov23 Meeting

Motion by Lehmoine 2nd by Owen to move the Minutes of 27Nov23 to VIII Unfinished Business as item (g)

Voice Vote Ayes 7 Nays 0 **Motion Passes**

b. November Financial Report from City:

The November 30, 2023 Revenue and Expenditure Report; Check Register for November;

Balance Sheet ending 11/30/23; Independent Bank Statement ending 11/30/23 was presented.

Motion by Owen 2nd Lehmoine to Approve the Financial report as presented

Voice Vote Ayes 7 Nays 0 **Motion Passes**

V Directors Report-L. Parks

1. Our Holiday Celebration went very well. We had around 400 in attendance. Everyone could visit with Santa, story time with Ms. Melissa, letters to Santa, ugly sweater I-spy, coloring sheets, holiday crafts, hot chocolate, and cookies.
2. Still working on the Annual Report.
3. New emails are finally up and running. We had a few issues at the start.
4. We will begin planning our Summer Reading Program come January.

VI Chairperson's Report-Chair Smith

It has been a very busy few weeks and the Chair wanted to express appreciation for the work the Board members have put in.

VII Committee Reports

a. Personnel Committee-Chair Dykstra

Reviewed 2021 Library director position and made changes to update to current employment climate. Carol Dawe, Lakeland Cooperative Director, was present to facilitate dialogue on appropriate language for director posting.

b. Policy Committee-no report

c. By-laws Committee-no report

d. IT (Technology) Committee-Chair Owen noted the list of needed tech items in memo in the packet is moving forward; in recording meetings he is contact with our tech consulting reviewing different approaches that could use an Meeting Owl 3 device(s) [intelligent 360° conference camera, mic, and speaker]; Zoom using laptops and microphones for each Board member; packages range from \$1k-\$9k; he will meeting with the acting Director about possibly using YouTube where some options cost and others do not and the City Manager to see how the City Council does their meetings.

e. Finance Committee-Chair Armock

Committee met December 4th. Recommend a 6% to 12% increase in director compensation (based on \$45k) for posting for a new director, consensus being we need to offer more. Information to the policy committee that eliminating fines for late books and materials is feasible financially. Seeking information from the township regarding estimated revenue with the increase from .4 to .6 mil. Future work: looking at fund balance and projections in next two years with increase in funding.

f. Strategic Plan Committee-no report

(new) Public Comment- (inserted by Agenda Amendment) there were no public comments

VIII Unfinished Business

a. New Director-LLCOOP Assistance

Discussion: C. Dawe, Director from Lakeland Cooperative distributed a recent 2022/2023 Annual Report of Director's Salary for Class 3 and some Class 4 libraries and recommended using the Advertisement/Job Description from the Personnel/Compensation committee. There was discussion about salary range, hours of work, benefits and where advertised.

Motion by Owen 2nd by Dykstra to use Personnel/Compensation Committee Director Advertisement/Job Description and replace the old one in the Board Manual and have Personnel/Compensation Committee and Finance Committee do one more final review and return to the Board ASAP for a possible special Board meeting to continue the selection/interview process using C. Dawe.

Voice Vote Ayes 7 Nays 0 **Motion passes**

b. Budget-State Requirements, Cedar/Solon \$ Update

Page 38 from the Public Library Financial Management Guide was presented and recommended be adopted for the annual budget process.

It was reported that Solon Township had officially announced their contribution (Acct #452) under the 1st year of new Contract would be \$146,687. The city confirmed their contribution (Acct # 402) would be \$132,000. It was recommended the 2023-2024 Budget be amended to reflect the total increased revenues of \$70,687.

c. Committees-approve Posting format

The new format for Chair appointed Committees was presented and reviewed by the Chair noting a change to the IT (Technology) to add an additional Staff person.

Motion by Lehmoiné 2nd by Howell to approve the new format for posting on the CSPL web site.

Voice Vote Ayes 7 Nays 0 **Motion passes**

d. Generator

It was reported the city offered CSPL their old City Hall generator to be back up for the library building but the cost of rewiring and connection were too much at the time. There being no Board objections Howell was authorized to get a quote through the Community Building Development Team (CBDT) to establish current estimated cost.

e. Lease w/City

The January 25, 2021 Lease between the City and CSPL was presented.

Motion by Howell 2nd by Lehmoiné to table this item to the January 22, 2024 Regular meeting.

Voice Vote Ayes 7 Nays 0 **Motion Passes**

f. January Meet/Greet-Prior to Jan meeting

There was discussion and agreement to hold a social event starting at 6:30pm prior to the Regular meeting of January 22, 2024 and invite the public to meet the new Library Board.

The Chair cautioned Board Members to observe the Open Meetings Act and not discuss Library business during that social gathering.

X New Business

(new) Draft Minutes of 27Nov23 Meeting- from Consent Agenda

Discussion: Posting the Board packet; concept of using Special Rules of Order that are not written down and do not become part of the By Laws was discussed on how different processes or procedures of the Board like agenda, posting, meeting minutes would be carried out.

C. Dawe recommended this be a topic of the January meeting with a written list of Special Rules of Order to review.

Motion by Lehmoine 2nd by Howell to include a list of Special Rules of Orders in the January 22, 2024 agenda.

Voice Vote Ayes 7 Nays 0 **Motion passes**

a. Recording/Posting Meetings-addressed in previous item.

b. Meeting Schedule for 2024

Chair surveyed the Board about day of week to meet; consensus was to continue 4th Monday. The list of Regular CSPL Board of Trustee Meetings for Calendar year 2024 was presented. It was noted these had been previously approved in July and can be posted to the web site as presented.

c. Board Education

The Chair distributed a variety of handouts to each Trustee to update the Trustee Copy of the Handbook.

d. Strategic Plan

The Chair noted we need to update the strategic Plan but need to get the Director on board so they can be part of that process.

e. By-laws Update to bring in line with new contract

The Chair suggested that the next 3 items be addressed at the January meeting.

Motion by Owen 2nd by Lehmoine that the below items f., g, h. be tabled to the January 22, 2024 meeting.

Voice vote: Ayes 7 Nays 0 **Motion passes**

f. Discussion on Contracting with the City for Services to employees of the library

g. Discussion on Contracting with the City for building/grounds services

h. Discussion on establishing the library's own Tax-Exempt Status and Insurance

(new) i. Board Packets

Discussion: It was agreed that paper packets will be prepared by staff at the Library for those Board members requesting such to be picked up by that Board member after the posting of the Agenda and Meeting Packet to the web site and email distribution to Board members.

X Agenda Items for January Meeting

(1) Lease between City and CSPL

(2) Draft Minutes for the 27Nov23 Meeting

(3) Use of Special Rules of Order

(4) Audit Requirements

XI Informational Items-no items to be presented

XII Public Comment

The Chair reviewed the public comment guidelines

M. Gardner-recommended Acting Director, L. Parks receive a raise and consider a special meeting of the Board in January to hire a new Director. The Chair of Finance reassured her saying they were looking at all employee compensation to be at a level that could be sustained.

R. Powell-Thanked everyone for hanging in there and wished them a happy new year.

D. Clark-The past Director had to do a lot of fund raising and the new Director should not have to do as much of that or meeting with every organization.

XIII Board Comments

- Smith-was thankful for the board and audience who are committed to the library and gets energy from that passion to tackle all the items before the board
- Armock-excited about new Director and wished everyone happy holidays
- Lehmoine-appreciated what the board members do and the public for attending the meetings
- Owen-differences of opinion is good for a Board and we are here to support the staff
- Gritter-likes to see us post the sessions
- Howell-enjoyed doing the research and finding the document to be used as a guide
- Dykstra-When I saw the agenda, whoa but the discussion has been super helpful and clarification we have helps. We are working together as a Library.

i. Motion to Adjourn

Motion to Adjourn by Owen 2nd by Lehmoine

Voice Vote Ayes 7

Nays 0

Motion Passes at 8:55pm

Meeting Attachments

Personnel/Compensation Director Ad/Job Description

Respectfully submitted by Secretary Howell



27 Dec 23

Board Approved _____

Next regular meeting scheduled for Monday, January 22, 2024, 7:00 pm at the library.

Cedar Springs Public Library

Library Director

The Cedar Springs Public Library Board is seeking an enthusiastic, engaging, self-starter to serve as their director in this growing and thriving rural community located just twenty miles north of downtown Grand Rapids. With a growing population of 10,123, and a budget of approximately \$250,000 with significant additional revenue being added in each of the next three years, Cedar Springs Public Library will continue to provide, improve, and enhance its physical and digital materials, online databases, services, programs, and resources for all ages. This position offers the best of what librarianship has to offer: a beautifully maintained facility built in 2017, a dedicated and creative staff, a supportive board and community and the ability to build on the existing strong partnerships with the city and contracting Solon township, local schools, businesses, and organizations.

Primary Skills and Duties:

Administration and Management:

- Thorough knowledge of current public library principles and practices including the ability to develop, analyze, and implement practical and effective solutions.
- Ability to communicate and lead effectively to establish and maintain effective working relationships with the board, staff, partners, and the public.
- Responsible for overseeing all aspects of the building and grounds to ensure a well-maintained, safe, and welcoming facility.
- Familiarity with current library technology and the ability to adapt, implement and train on new products and systems.

Advocacy and Engagement:

- The director participates in community activities and works with local schools, agencies, and partners.
- Represents the Library at meetings of the Lakeland Library Cooperative and other professional organizations, and keeps abreast of current legislation, trends, and other issues regarding public libraries.

Planning and Assessment:

- Ability to plan, organize and direct library services and activities by assessing the day-to-day needs of the community.
- Collaborate with the Board in the creation and implementation of a strategic plan, and policies and procedures to enhance services and empower staff.
- Seeks and prepares grant applications for other sources of funding that further the priorities of the strategic plan.

Budgeting and Financing:

- Demonstrates a thorough understanding of public library accounting principles and practices necessary to provide the board with the information needed to successfully oversee the library's finances.

- Working with the Board Treasurer, creates the annual budget, prepares monthly financial reports for the Board, and coordinates the annual audit.
- Monitors, reviews, and approves all revenue and expenditures to maintain a sound budget and works closely with the City's Finance Director on processing the budgeted monthly expenditures in a timely and organized manner.

Education and Experience:

- As an employee of a Class III Michigan Public Library, serving a population over 7,000 and under 11,999, the Cedar Springs Public Library Director must have a Level 3 Certification from the Library of Michigan, which includes a completed Bachelor's Degree from an accredited college or university prior to employment and the completion of the beginning library workshop and any other required training within the first year of employment.
- The ideal candidate will have an MLS from an ALA accredited institution and a State of Michigan Professional Certificate.
- 2-3 years Library supervisory experience is preferred, but the board will consider other supervisory experience.

Salary and Benefits:

- This is a full-time, salaried, 40 hour per week, exempt position with some weeknight and weekend hours depending on staffing and programming needs.
- The salary starts at \$55,000 and provides medical benefits include health, dental, vision and life insurance for the employee.
- Full-time salaried employees receive 8 paid holidays, 6 personal/sick days and begin with 2 weeks of vacation.

To apply: Please send a resume, detailed cover letter describing your experience and reasons for applying and the name and contact information for 3 professional references to Carol Dawe: carol@llcoop.org by _____.

Candidates will be required to submit answers to written questions prior to an in-person interview. The Board hopes to hire a candidate who can begin to work on or around the _____.