

MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
NOVEMBER 27, 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 Smith

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

Absent: None

Quorum present

II. PLEDGE OF ALLEGIANCE

Smith led the pledge

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 to, or discuss, public comments unless the Chair approves. (Comments are not verbatim)

1 oral comment no written comments

IV. APPROVAL OF THE AGENDA

MOTION: “Approve the agenda” made by Dykstra, second by Lehmoine,

During discussion:

Motion: “ Approve including under new business as Item A made by Howell
, second by Lehmoine

Motion carried by voice vote Ayes 7, Nays 0.

Motion: “ Approve moving the item VII Election of officers to inserted after Item
IV approval of agenda made by Smith, second by Howell, second by Lehmoine

Motion carried by voice vote Ayes 7, Nays 0.

Dykstra, second by Lehmoine approved the changes in their motion to approve agenda

Motion carried by voice vote Ayes 7, Nays 0

VII ELECTION OF OFFICERS

A. Welcome of all new board members

Smith welcomed new board members and turned the election over to Owen

B. Secretary runs election of Chair

Owen opened the elections and requested nominations for the position of Board Chair:

Lehmoine nominated Smith for chair , second by Dykstra

Smith accepted nomination

No other nominations were presented

Owen closed the nominations for chair

Owen called for a vote for chair Ayes 7, Nays 0.

Owen announced a unanimous vote and congratulated Smith

Owen turned elections over to Smith for other officer positions

C. Chair runs elections of Vice Chair, Treasurer, Secretary

Smith opened the nominations for the position of Board Vice Chair

Armock nominated Lehmoine for position of Vice Chair, second by Smith

Lehmoine accepted the nomination

No other nominations were presented

Smith closed the nominations

Smith called for a vote for the position of Vice Chair Ayes 7, Nays 0.

Smith opened the nominations for the position of Board Treasurer

Owen nominated Armock for the position of Treasurer, second by Lehmoine

Armock accepted the nomination

No other nominations were presented

Smith closed the nominations

Smith called for the vote for the position of Treasurer Ayes 7, Nays 0.

Smith opened the nominations for the position of Board Secretary

Lehmoine nominated Owen for the position of Board Secretary, second by Howell

Owen accepted the nomination

Armock nominated Howell for the position of Board Secretary, second by Dykstra

Howell accepted the nomination

Smith called for the vote of Owen for position of Board Secretary Ayes 3, Nays 4

Smith called for the vote of Howell for the position of Board Secretary Ayes 4, nays 3

Smith announced Howell as the new Board Secretary

D. Chair assigns committee members

Personnel and Compensation-Dykstra, Howell Gritter

Finance-Armock, Smith, Lehmoine

By-Laws-Lehmoine, Dykstra, Gritter

Policy-Lehmoine, L. Parks, Armock

Technology-Owen, N. Heinlier, Armock

Strategic Plan-tbd

Note: the following minutes submitted by new Secretary Howell

V. CONSENT AGENDA

A. Approval and affirming of October 23, 2023, meeting minutes

B. Approval of October 2023 Financial report prepared/submitted by City
Motion by Lehmoine 2nd by Owen to approve October 2023 Minutes and Financial Report.
Voice Vote Ayes-7 Nays-0 Motion Passes

VI DIRECTOR'S REPORT

Holiday celebration success, winter programs done, ¾ done on Statistics report, new email accounts done shifting this week

VII ELECTION OF OFFICERS (entire agenda item moved to a position after item IV approval of agenda but before item V Approval of Consent Agenda)

VIII. UNFINISHED BUSINESS

A. Review of Attorney memo

Howell questioned the current staggered terms set by City and Township contract conflict with CSPL by-laws which grant 3-year terms for Township Directors and 5-year terms for City Directors. Owen explained since the Board starting over again there are staggered terms for all new Directors but as terms expire next appointment will be per bylaws: 3 years for township appointees and 5 years for city appointees which continues the original staggered terms turnover. Question regarding when this opinion was approved. Owen said contract with attorney covers any and all questions about bylaws as approved by Board.

B. Approval of Posting Director Position with Library of Michigan

It was agreed the finance committee needs to review the budget for adequate funds for the position including possible increase in posted salary.

Motion by Owen to post the position at Library of Michigan because it will reach statewide with the understanding the position ad has not yet been finalized 2nd by Howell

Discussion- about where to post position LLCOOP, CSPL Web Site and others when since Personnel and Finance were reviewing the ad Agreed we need to move ASAP

Voice vote Ayes 7 Nays 0 Motion passes

Motion by to Amend position ad with salary before posting 2nd

Discussion-Committees haven't met yet

Voice Vote Ayes-3 Nays-4 Motion Failed

Letter from CJ Dawe dated November 27, 2023 was distributed to board which included Director Search assistance.

Staff was complimented about stepping up and keeping the library running without a director for many months while City and Township negotiated a new contract.

Discussion -about duties and hours of new Director. Personnel committee will review and report back and any recommended changes.

C. Review of new domain and email for Library

no further discussion, covered under acting director report

IX. NEW BUSINESS

A. Discussion of Budget

Howell noted with new contract Solon and City revenue accounts can be updated and offered to contact City and Solon treasurers to verify what budget numbers should be.

Motion by Smith 2nd by Lehmoine to approve Howell to contact City & Solon Treasurers for updated revenue numbers for budget per new contract

Voice Vote yes-7 Nays-0 Motion passes

X. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

XI AGENDA ITEMS FOR MONDAY DECEMBER 18, 2023, MEETING

Howell requested (a) Transparency on CSPL home page (b) Audit and expressed concern the Agreed Upon Procedures (AUP) contract will not meet State Library Law requires which is full audit each year It was noted former Chair made an exhaustive search of firms and none would take the work including the City. auditor and some estimates were \$20k-\$25k (c) generator- Howell offered to investigate without incurring any expenses and report back (d) lease with City (e) New Director-approve ad, where posted and salary
Discussion-need to set up continuing education for Board members and review fee schedule

XII. BOARD COMMENT

Smith-looking forward to working with new board

Armock-

Lehmoine-thanked staff again

Owen-could have an open house meet and greet board prior to January meeting

Gritter-new to serving on a library board but will do her best

Howell-excited about future and will continue to research issues and report back

Dykstra-

XIII ADJOURNMENT

There being no further business to come before the Board the Chair declared the meeting adjourned at 8:21pm

Meeting Attachments

- Page 39 Section 4 Budget requirements from 2021 Public Library Financial Management Guide
- November 27, 2023 Letter from Carol J Dawe, Director, Lakeland Library Cooperative

Respectfully submitted by Secretary Howell _____

Board Approved _____

Next regular meeting scheduled for Monday, December 18, 2023, 7:00 pm at the library.