

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

SPECIAL BOARD MEETING

Friday March 15, 2024

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 N Main Street, Cedar Springs, MI 49319

I. CALL TO ORDER

Meeting called to order by Chair Smith at 7:01pm

Roll Call

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

Quorum present to do business

II. PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

Approval of Agenda

MOTION by Owen 2nd Lehmoine

To Approve agenda as submitted

Voice Vote

Ayes-All

Nays-None

Motion Passes

III Library Director Candidate

Discussion-Chair and Carol Dawe reviewed the selection process of 5 candidates that led to the interview of James Pugh tonight. James Pugh was brought into the meeting and Carol Dawe led a series of 9 questions from the her and the Board for his answers. The Chair checked with the Board if there were any additional questions. The candidate was thanked for his time and he was excused from the meeting.

The library staff left the meeting with the candidate.

The chair then went around the table and asked for impressions from the Board of the interview. The Board comments were favorable and noted the positive responses to the various questions.

PUBLIC COMMENT

The Board then agreed to accept public comment at this part of the meeting rather than later as reflected in the agenda.

Public Comment-The staff was present and expressed comments like: excited; honest answers; personable and work with community, work with us; asked us questions right in the interview D. Clark was pleased to hear about the candidate's efforts to work with all the community.

IV Next Steps

Discussion-The Chair led a discussion on what to do next regarding making an offer to J. Pugh by the Chair on behalf of the Board.

MOTION by Owen 2nd by Lehmoine to authorize the Chair to extend an offer including salary of \$57,500 and cash benefits up to \$6,000 to J. Pugh including 3 weeks' vacation and seek an agreement with J. Pugh to be brought back to the Board for final hiring approval to take form in a possible Letter of Understanding.

Discussion: It was noted the salary at \$57,500 was already set and most benefits granted to salaried exempt employees was already defined in the Personnel Manual i.e. sick leave, work hours etc. It was noted the cell phone provision may have to be revised. The candidate does have limited employee supervisory experience and could benefit from education and mentoring. C. Dawe said she would provide support and there is a young group of Library Directors in the Lakeland Cooperative who meet regularly and support each other. C. Dawe also said the Board can also help with mentoring but must remember to speak as one voice such as through the Chair. The preliminary budget work showed there were sufficient funds to support the \$6,000 additional cash compensation in the motion.

Roll Call Vote

Ayes: Armock, Dykstra, Owen, Gritter, Howell, Lehmoine, Smith

Nays: None

Motion Passes

V. Motion to Adjourn

Time 8:27pm

MOTION by Owen 2nd by Lehmoine

Discussion: The Chair and Carol Dawe were thanked for their efforts in the hiring process to bring the Board to this point.

Voice Vote: Ayes: All Nays: None

Motion passes

Meeting Attachments:

- Candidate Resume Questions/Answers