

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY February 26, 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

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

III. APPROVAL OF THE AGENDA

MOTION by Owen 2nd Gritter

To Approve agenda

Discussion: Howell requested an additional new business item for Assistant Director compensation and the Chair said he will be addressing that under VI Chair Report.

Vote Voice Ayes 7 Nays 0

Motion Passes

IV. Consent Agenda

A. Approval of January 22, 2024 Minutes

B. Approval of City January 2024 Financial report

MOTION: by Owen 2nd by Lehmoine to amend the minutes as presented to include the letter from Clare D. Membiela, Library Law Consultant, Library of Michigan dated December 20, 2023.

Discussion: Secretary Howell noted that at the end of the draft minutes is a list of supporting documents including the Membiela letter that are with the draft minutes but not shown.

Vote Voice Ayes 7 Nays 0

Motion Passes

MOTION: by Owen 2nd by Dykstra to approve the Agenda including an item under New Business with a list of Technology purchases as presented to the Board.

Vote Voice Ayes 7 Nays 0

Motion Passes

MOTION: by Owen 2nd by Gritter to approve the Consent Agenda: (a) January Minutes as amended; (b) Agenda as Amended: (c) January Financial Report from the City.

Vote Voice Ayes 7 Nays 0

Motion Passes

V DIRECTOR'S REPORT by Asst. Director Parks

Had a successful indoor inflatable event in the meeting room with 200 people attending and everyone had a great time; Summer reading program is now posted on the event Calendar; wants to schedule Saturday April 13th as a work day for staff (with library closed) for various projects i.e., moving books, kitchen cupboards and a general cleanup day.

Comments: concern was expressed about tax forms; the Acting Director said most people pick those up in January. There was a question about whether the Board should take formal action to close for that day and Acting director said there will be adequate notice to the public. It was agreed the Board did not have to take action.

VI BOARD CHAIR REPORT-

We have 5 very solid candidates for the Director Position. Carol Dawes from Lakland and the Chair will screen this group to make a smaller selection to bring to the Board targeting March 11th or 13th as a Special Public Meeting. The Chair requested Board approval to pay travel/lodging expenses in case some final candidates were from farther away.

MOTION by Owen 2nd by Gritter to authorize the Chair to approve up to \$1,200 of travel expenses for certain candidates as determined by the Board Chair.

Vote Voice Ayes 7 Nays 0

Motion Passes

The Chair then expressed appreciation to Laura Parks, Acting Director for stepping up when the previous Director left and taking over the critical duties of a Director and also recognizing that all the staff assisted her.

MOTION by Howell Seconded by Lehmoine to increase Laura Parks, Assistant Director pay by \$3.00 per hour retroactively to June 5, 2023 and to continue the increase until such time as a new Director starts work. In addition, the Personnel/Compensation Committee are to meet and review the other employee's rates of pay for increase.

Roll call Vote Ayes: Dykstra, Howell, Lehmoine, Owen, Armock, Gritter and Smith
Nays: none

Motion Passes

The Chair noted that we have been recording the meetings for several months now and it is time to share those recordings with the public and is asking for a motion to make this an official practice of the Board.

MOTION by Lehmoine 2nd by Owen to include the recording of the meeting with the final approved minutes when they are posted on the web site.

Vote Voice Ayes 7 Nays 0

Motion Passes

VII COMMITTEE REPORTS

- A. Personnel Committee-none did not meet
- B. Policy Committee-none
- C. Bylaw Committee-none
- D. IT (Technology) Committee-Presented a list of purchases under New Business (c)
- E. Finance Committee-received the Solon payment which changes our budgeted line item from \$89,400 to \$118,115 to be addressed under Unfinished Business
- F. Strategic Planning-no action

Public Comment-Donna Clark thanked the Board for volunteering to serve.

IX UNFINISHED BUSINESS

a. 501 C3 Letter from IRS

Discussion: There was discussion about the letter from Claire D. Membiela, Library of Michigan how the library could request a tax-exempt form letter from the IRS to hand out to donors so they could take advantage of tax deductions for their contributions to the library or vendors to the no sales tax status of the library. It was also noted the library currently uses the Michigan Sales and Use Tax Certificate of Exemption form to vendors to confirm the library's Michigan sales tax exemption.

Former director Clark noted that letters from the library would be generated in the past to donors reiterating the tax-exempt status. The Chair felt that to pursue an official Non-Profit status separate from the city may be advantageous to the library and the new Director could investigate that as one of their tasks.

MOTION by Owen 2nd by Lehmoine to table any action now but have the new Director investigate possible Non-Profit status for the library and report back to the Board.

Vote Voice Ayes 7 Nays 0

Motion Passes

b. Budget Amendment for Solon Contribution

Discussion: Action should be taken to amend the budget to record the actual amount received from Solon Township.

MOTION by Armock 2nd by Owen to amend the revenue account 271-000-452.000 Library Revenue-Solon Twp from \$89,400 to \$118,165.

Roll Call vote Ayes Dykstra, Howell, Lehmoine, Owen, Armock, Gritter and Smith

Nays None

Motion Passes

c. Final Generator Update

Discussion: Howell reported that he had found specifications to bid a generator when the library was built and the location of a standby generator as shown in the map in the packet. Since the building is owned by the city is appropriate to turn over all this information to the city and ask that they bid, construct, and pay for the generator. It was agreed this information be turned over to the Chair so he can present it to the City.

In addition, he is to clarify if the library is considered a “special shelter” in case of an emergency where a standby generator is used to power the library.

X. NEW BUSINESS

a. Library Fines

Discussion: It was agreed that it is no longer cost effective to try and collect library fines since fines equaled only about \$1,200 a year but if a book is not returned then Lakeland Cooperative serves as the library “collection agency” to recover the cost of the book.

MOTION by Armock 2nd by Owen to amend the library fee schedule to remove library “late” fines for late book returns.

Discussion: Should the Board authorize the staff to decide on a case-by-case basis on what fines should be forgiven retroactively from today’s action and communicate such to the public, city, and township. There was concern that people may be avoiding coming to the library because of a late fee. Armock then rescinded the previous MOTION and made a new one.

MOTION by Armock 2nd by Dykstra to cease late fines and empower the Acting Director and staff to forgive other late fines on a case-by-case basis.

Vote Voice Ayes 7 Nays 0

Motion Passes

b. 2024 Project

Discussion: It was suggested the Board create a list of projects to be completed so we have a running list of what we want to accomplish for the next 60 days. There was a consensus of the Board to create such a list to be included as part of the monthly agenda. An inquiry will be sent out to the Standing Committees and Staff.

c. Technology Purchases

The Technology Committee presented a list of 6 purchases needed for the library from \$50 to \$2,000. The committee had the assistance of the IT consultant who has worked with the library since 2008 in getting the best prices for the items listed. It was noted bylaws would require bids for items \$2,000 and above unless the Board agreed to waive that requirement.

MOTION by Owen 2nd by Gritter to approve the purchase a NAS server and upgrade the M-Console for \$2,000 and waive the bidding process.

Roll Call Vote Ayes: Dykstra, Howell, Lehmoine, Owen, Armock, Gritter and Smith

Nays: none

Motion Passes

MOTION by Owen 2nd by Lehmoine to renew the Domain name for \$50; renew 15 email accounts for \$600; renew the web hosting for \$600 for 3 years; purchase a Dell Laptop for library for \$900; purchase a mobile projector screen for \$400 for a grand total of \$2,550 and waive the bidding process.

Roll Call Vote Ayes: Dykstra, Howell, Lehmoine, Owen, Armock, Gritter and Smith

Nays: none

Motion Passes

XI AGENDA ITEMS FOR MONDAY MARCH 25TH 2024, MEETING

- A. 60 Day Project list-example: resurfacing meeting room floor
- B. New Director depending on the interview process

XI INFORMATIONAL ITEMS-~~none~~

PUBLIC FORUM

Donna Clark noted it had been 7 years since the meeting room floor had been professionally cleaned and resurfaced.

XII. BOARD COMMENT

Armock-Thanked the staff for their work and Board for dropping the late fines

Dykstra- How we are all moving forward and the staff for all they do.

Gritter: Big thank you to the staff and welcome back John Lehmoine.

Howell-appreciated how all the pieces are coming together

Lehmoine-How everyone was part of team effort.

Owen-Thanked the Board for approving the needed Technology improvements

Smith Thanked the staff for hanging in there; the Board; and glad John Lehmoine is back

XIII ADJOURNMENT

MOTION: by Owen 2nd Dykstra to Adjourn the meeting at 8:25pm

Voice Vote Ayes: All Nays: none Motion Passes

Respectfully submitted by Secretary Howell *Rae M. Howell* 04MAR24

Board Approved- _____

Next regular meeting scheduled for Monday, March 25th 2024, 7:00 pm at the library.

Supporting Documents

City January 2024 Financial report

Generator Memo (drawing)

Technology list of purchases (all included in motions)