

# Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday April 22, 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 7:00pm

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

The Chair verified that all members of the Board were present and confirmed a Quorum was present to do business

## II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

## III Approval of Agenda

**Motion** by Owen 2<sup>nd</sup> by Lehmoine to approve the agenda as submitted

Discussion- Secretary Howell noted at the end of the agenda it refers to the next meeting being Monday May 27<sup>th</sup> but the Board set Tuesday May 28<sup>th</sup> because Memorial Day falls on Monday Many 27<sup>th</sup>.

Voice Vote                      Ayes: All                      Nays: None                      **Motion Passes**

## IV Consent Agenda

**Motion** by Owen 2<sup>nd</sup> by Lehmoine to remove the consent agenda to unfinished business with the minutes of 25Mar24 being and the financial report from the City for March                      being items 1 & 2

Voice Vote                      Ayes: All                      Nays: None                      **Motion Passes**

## V Directors Report-J. Pugh

My First One and a lot has happened. Book sale made \$905; blood drive with 24 donations: attended Community night at H.S. and met with about 100 people, gave

some books away with conditions, held a raffle: Jerry Hall Memorial donations are at \$3,300 so far and his wife Amy asked these funds be spent for the Summer Reading program and teens: toddler sensory program attended by 18 kids, seed starting workshop-20 adults came, Pokemon program with 23 in attendance, the Taylor Swift program saw 20 teens; we have a new Teen Advisory Board with 5 members called the Teen Crew; 250 students (K-7) from Creative Technology Academy (CTA) nearby visited last month, regular story times and music had 302 people attend KFC is holding a fund raiser day for CSPL (see our facebook page) using coupons where a percentage of the sale goes to the library on May 11<sup>th</sup> 11am-8pm; Melissa has been busy getting lots of coupons for prizes at the summer reading program i.e. tickets to Grand Rapids Griffins, White Caps, Culvers, Taco Bell, Wendy's Kc's Kones and McDonalds.

**VI Chairperson's Report-T. Smith**

Excited that James is here and has some time in the position.

**VII Committee Reports**

- a. Personnel Committee-no report
- b. Policy Committee-no report
- c. By-laws Committee-no report
- d. IT (Technology) Committee-Owen reported that a lot things that have been purchased has been installed i.e. the M-Console which allows wireless use of the printer, 2 new computers, our IT person Nick has been gung-ho on the project, Tech Budget-The updated 3-year Tech Plan will be submitted at the May meeting. Noticed the proposed budget has a phone system and lgb service and in talking with Nick and we should hold off on that until we review Erate or it will affect our pocketbook
- e. Finance Committee-Armock the report is reflected in the 2024-25 Budget Agenda item
- f. Strategic Plan Committee-no report

**Public Comment**-there was no public comment

**VIII Unfinished Business**

**a. Minutes of 25Mar24 Regular Meeting**

Owen submitted to the Chair a revision to his comments at the end of the 25Mar24 meeting (Item XII) which was passed along to Secretary Howell

**Motion by Howell 2<sup>nd</sup> by Owen to approve the Minutes of 25Mar24 with the noted changes under Board comments as submitted by Owen**

Voice Vote                      Ayes: All                      Nays: None                      **Motion Passes**

**b. March Financial Report from City**

It was noted that the monthly Balance Sheet was missing from the City Monthly Financial Report. It was determined that it had been left out of the packet. Armock furnished her copy that was sent to her by the City Finance Director and copies were made for all Board members. A question was also made about where all the deposit activity on the 3/31/24 Independent Bank statement was coming from and it might be a lot of small donations. There were additional questions on how the invoices and checks were processed and fees from banks that could be answered by the city.

**Motion by Owen 2<sup>nd</sup> by Gritter to approve the March Financial report from the City with the addition of the 3/31/24 Balance Sheet.**

Voice Vote                      Ayes: All                      Nays: None                      **Motion Passes**

**c. 2024-25 Budget**

The Finance Committee presented a spread sheet titled Library 271 furnished by the city and updated with current information that contained a line-item proposed Revenue and Expenditure budget for the Library for the fiscal year July 1, 2024 to June 30, 2025.

Discussion: Armock noted the spread sheet reflects the increased revenues due to the payment by Solon and increased expenditures by a \$2/hr. across the board increase for staff to be more competitive and keep them. With a new director this is a proposed budget which also improves the collection (digital or print), recognizing there is not too much control over certain expenses. The capital improvement accounts need to define how the IT needs will be accommodated. Discussion continued maintenance expenses required by the lease. It was further clarified that this budget would be authorizing not to exceed limits and the actual expenditures throughout the year would be approved by the Board. There was then a question about memberships and how the line items for Rotary and Lions club should have amounts to cover the library's membership in that group. Staff noted that those memberships have been paid for in the past under the budgeted memberships account. The Chair offered to follow up clarifying the amounts for all memberships. It was noted the city provided the library a list of all the accounts and their use definition as of October of 2023.

It was then discussed how the Board is going through the process to adopt the budget but also needs to notify the city of what those amounts are so they can update their system to reflect the Board's approved budget including future amendments. The next meeting (May 28<sup>th</sup>) should include a budget hearing at the beginning of the meeting.

It was also noted that professional services account is set up to reflect all contracts for services unless specifically called out.

**Motion by Owen 2<sup>nd</sup> by Lehmoine to authorized the Chair to submit to the city the spread sheet as presented with Revenues and Expenditures totaling \$363,200 along**

with the 3/31/24 Balance Sheet as the draft library budget for the 2024-25 fiscal year subject to adoption in May and periodic amendments by the Board.

Roll Call Ayes: T. Smith, H. Armock, M. Dykstra, T. Owen, M. Gritter, R. Howell, J.

Lehmoine

Nays: None

Motion Passes

The Chair noted that the proposed budget public hearing can be 6pm before the beginning of the May 28<sup>th</sup> regular meeting followed by formal adoption at the meeting if there are no objections. No objections were voiced by the Board.

**d. 2024-27 Capital Plan-Technology**

Discussion- Owen presented the 2024-27 plan with estimated costs for each year noting it was evolving. The 2024-25 budget year \$18,056 would be needed and the current proposed budget may already have those costs budgeted within the line items but it needs to be defined that the proposed budget accounts can fund the IT Plan.

Motion by Lehmoine 2<sup>nd</sup> by Owen to approve the plan as a *guide* for this budget year and future budgets.

Roll Call Ayes: T. Smith, H. Armock, M. Dykstra, T. Owen, M. Gritter, R. Howell, J.

Lehmoine Nays: None

Motion Passes

**e. List of Projects**

Discussion- A proposed list of projects was presented and it was noted that with Director J. Pugh now hired some projects may be able to be completed within this budget year using current funds ending June 30, 2024.

**IX New Business**

The Chair canvassed the board for any new business items and there were none.

**X Agenda Items for May 28<sup>th</sup> Meeting**

2024-25 Budget Hearing

Adoption of 2024-25 Budget Resolution

Tech Plan

**XI Informational Items-no informational items were in the packet**

**Public Comment**-there was no public comment

**XII Board Comments**

Armock-Complimented staff on the Taylor Swift program for teens that brought many community teens and family together

Dykstra-

Gritter- Glad to see James here getting involved with everything and thank staff for all your hard work.

Howell-Really enjoy the Board exchanging ideas back and forth

Lehmoine- Appreciated seeing the staff at the meeting and wanted them to know he wants to hear from them good or bad or if they have a problem

Owen-thank the staff for their hard work and James has a great group of people he is working with. Question- are the teens we are working with being labeled as Library pages so they can get credit at school for community service like the National Honor Society? Staff responded they have a sheet they use that can be turned in.

Smith-Appreciate everybody being prepared tonight to talk about the budget which was accomplished efficiently making the work of the board smooth and a group effort. He appreciated being part of that effort

### XIII Motion to Adjourn

Motion by Owen 2<sup>nd</sup> by Gritter to adjourn the meeting at 7:59pm  
Voice Vote: Ayes: All Nays: None Motion Passes

Respectfully submitted by Secretary Howell *Pat M. Howell* 26 APR 24

Board Approved- \_\_\_\_\_

Next regular meeting scheduled for Monday, May 28<sup>th</sup>, 2024, 6:00 pm Budget Hearing followed by Regular meeting at 7pm at the library.

### Meeting Attachments:

- Approved Revised Minutes of 25Mar24 Regular Meeting
- T. Owen Minutes revision
- March Financial Report from City w/ Balance Sheet included
- Tech Budget 2024-27
- 2024-25 Budget Work Spread Sheet as of 22Apr24
- List of Projects