

Minutes

Approved as Corrected

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday March 25, 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 7:04pm

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

III Approval of Agenda

MOTION by Owen 2nd by t Dykstra to approve the agenda except switching Item VI Chair Report with Item V Director's Report

Vote Voice Ayes: All Nays: None **MOTION PASSES**

IV Consent Agenda

MOTION by Owen 2nd by Lehmoine to approve the Consent Agenda (a) Minutes of 26Feb24 Regular Meeting, (b) Minutes of 15Mar24 Special Meeting and (c) February Financial Report from City

Vote Voice Ayes: All Nays: None **MOTION PASSES**

V. Chairperson's Report-T. Smith

The Chair distributed a letter dated March 19, 2024 from him to James Pugh outlining the offer of Director as approved by the Board at the previous meeting. The Chair then introduced James Pugh who has accepted the offer and can start on April 15, 2024.

MOTION by Owen 2nd by Gritter to approve the hiring of James Pugh as CSPL Director pursuant to the March 19, 2024 letter which shall become part of the official record of the meeting.

Discussion: The Chair thanked the Board for the help and support in this process.

Vote Voice Ayes: All Nays: None **MOTION PASSES**

James Pugh was excited to start the position and get things done.

VI. Directors Report-L. Parks

Was pleased that 500 people showed up for the Easter event; Summer Reading program is getting donations and coupons from the community partners; looking forward to the April 13th library Spring Clean up day with staff and the IT Consultant will be here on the 27th to begin installing the Tech upgrades.

VII. Committee Report

Personnel Committee-employee wage review

A memo from the Committee dated March 23, 2024 regarding employee retro pay was reviewed which contained a recommendation (a) *the Assist Director pay be continued until June 30th at the \$3.00/hr. temporary increase as compensation for orientation and change over to the new Director* (b) *each pay level range be increased by \$2.00 starting July 1, 2024* (C) *the Director review employees within Level A to advise why there are variances between hours regularly worked / scheduled.*(D) *one employee is titled Program Manager yet we do not find that job description in the Manual and the new Director should resolve that before July 1st.*

Discussion: It was noted that in the manual the Page position is an unpaid volunteer position created to help provide internships for local students and others thus the 6 hours or less limit. The Committee noted they reviewed the current budget and YTD expenditures and was comfortable that a retro pay action for the staff could be done by the Board

MOTION by Owen 2nd by Dykstra to table action on the \$2.00 increase for all pay range levels and retro pay and have the Finance Committee review and bring back a recommendation at the next meeting.

Vote Voice Ayes: All Nays: None **MOTION PASSES**

MOTION by Howell 2nd by Lehmoine the Assist Director pay be continued until June 30th at the \$3.00/hr. temporary increase as compensation for orientation and change over to the new Director.

Vote Voice Ayes: All Nays: None **MOTION PASSES**

Policy Committee-no report

By-laws Committee-no report

IT (Technology) Committee-noted the new equipment approved will start to be delivered and installed the 27th

Finance Committee-will be meeting to discuss Budget

Strategic Plan Committee-No report but now there is a new Director so the members of this committee can be appointed and the review and update the Plan can begin.

MOTION by Owen 2nd by Armock to officially extend the end date of the current plan to June 30, 2024 to give the new Director a chance to review it.

Vote Voice Ayes: All Nays: None **MOTION PASSES**

Public Comment

Rose Powell welcomed James and noted for the Board that a real treasure of the community, Jerry Hall, passed away today.

VIII. Unfinished Business

(a) New Director-the Chair noted that the Board action earlier to hire James Pugh has now addressed this agenda item.

(b) 2024-25 Budget-The Chair noted that in his discussions with the City they are requesting the proposed budget numbers from the Library so they begin entering them into the accounting system for the coming budget year. The Chair requested the Finance Committee meet. It was noted a draft Budget work spreadsheet provided by the City has been updated with current YTD information

(c) List of Projects-A draft list of projects in the packet was reviewed and redoing the meeting room floor and painting the room was added along with buying storage shelving for the classroom to help better organize the totes and other items in the room.

The fire place operation was reviewed.

The list of projects is to be an ongoing agenda item to monitor progress.

IX. New Business

The City requests Board "write off" 2017 Personal Property taxes of \$13.30 and 2018 Personal Property taxes of \$30.95 due CSPL as uncollectable and authorize a Board member to sign "Waiver and Consent".

MOTION by Owen 2nd by Gritter to authorize the Chair, Tim Smith to sign the Waiver and Consent form provided by the City with the attachment amounts

Vote Voice Ayes: All Nays: None **MOTION PASSES**

X. Agenda Items for April 22nd Meeting

The draft Budget and Retro Pay for staff to be brought back.

XI. Informational Items-there were no informational items

Public Comment

Rose Powell hopes to see James at the Council meeting soon and was happy with the Board with all the progress being made.

XII. Board Comments

Armock-Welcome James and it means so much to have the next era of the library being taken care of.

Dykstra- Everything just feels right

Gritter- Welcome James and look forward to the improvements

Howell-it seems such a short but happy all the pieces are coming together

Lehmoine Thanked Tim, James and Laura and the Good Board he works with

Owen- Welcomed James. (insert) When committees meet the chair needs to be there and also to notify the board of date and time of the meeting so other board members can send their questions and concerns to the chair for the meeting. Thank you Tim for your consideration. ~~and with a smile said he can have it all.~~
~~When committees meet it has been past practice that the chair is always present~~

Smith- It has been great getting to know James and thanked the Board for their help

XIII. Motion to Adjourn

MOTION by Owen 2nd by Gritter to adjourn the meeting at 7:57 pm

Vote Voice Ayes: All Nays: None MOTION PASSES

Respectfully submitted by Secretary Howell



28 MAR 24

Board Approved-



22 Apr 24

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

Meeting Attachments:

- Draft Minutes of 26Feb24 Regular Meeting
- Draft Minutes of 15Mar24 Special Meeting
- February Financial Report from City
- March 19, 2024 job offer letter from Chair to James Pugh
- Memo from Personnel / Compensation Committee
- List of Projects
- City Uncollectable Personal Property-Waiver