

Minutes

APPROVED

**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**

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 *Paul M. Howell* 04 MAR 24

Board Approved- *[Signature]* Mar 25 2024

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)

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR	% BDGT	
		AMENDED BUDGET	YTD BALANCE			MONTH
Fund 271 - Library Fund			02/29/2024	02/29/2024	BALANCE	
Revenues						
Dept 000						
271-000-400.110	Approp. from USF Funds	800.00	0.00	0.00	800.00	0.00
271-000-400.600	Approp. from Cleo Cowles	50.00	0.00	0.00	50.00	0.00
271-000-402.000	Tax Collections - Ad Valorem Roll	132,000.00	126,546.87	683.04	5,453.13	95.87
271-000-432.000	Tax Collections - DNR PLT	40.00	0.00	0.00	40.00	0.00
271-000-437.000	Tax Collections - IFT Roll	1,000.00	862.83	0.00	137.17	86.28
271-000-451.000	Library Rev-Penal Fines	15,000.00	0.00	0.00	15,000.00	0.00
271-000-452.000	Library Revenue-Solon Twnshp	89,400.00	118,165.00	118,165.00	(28,765.00)	132.18
271-000-453.000	USF FUNDS-ERATE	2,000.00	3,466.49	0.00	(1,466.49)	173.32
271-000-515.000	State Aid	7,000.00	5,168.74	0.00	1,831.26	73.84
271-000-625.000	BANK FEES -FINES & SERVICES	4,500.00	4,419.06	0.00	80.94	98.20
271-000-664.000	Interest Earned	300.00	3,159.43	670.82	(2,859.43)	1,053.14
271-000-667.000	Rental Income	6,300.00	4,120.00	408.83	1,880.00	68.67
271-000-674.000	Donations	4,500.00	673.61	0.00	3,826.39	14.97
271-000-674.200	Book Donations	0.00	554.55	58.00	(554.55)	100.00
271-000-674.400	Summer Reading Program Donations	0.00	480.00	250.00	(480.00)	100.00
271-000-674.700	Area Libraries Lost & Damaged Books	250.00	83.98	0.00	166.02	33.59
271-000-677.000	Miscellaneous	0.00	3,598.55	29.90	(3,598.55)	100.00
Total Dept 000		262,840.00	271,299.11	121,205.59	(8,459.11)	103.22
TOTAL REVENUES		262,840.00	271,299.11	121,205.59	(8,459.11)	103.22
Expenditures						
Dept 958 - Disbursements						
271-958-702.000	WAGES - FULL TIME EMPLOYEES	52,000.00	0.00	0.00	52,000.00	0.00
271-958-704.300	Part-Time Library Salary	93,500.00	65,292.29	8,677.52	28,207.71	69.83
271-958-705.000	CLEANING SERVICE AND SUPPLIES	2,000.00	824.30	212.67	1,175.70	41.22
271-958-708.000	Unemployment Empl Benefit Exp	60.00	28.69	5.22	31.31	47.82
271-958-709.000	Social Security Expense	11,130.00	5,241.54	663.86	5,888.46	47.09
271-958-717.000	Pension Expense	3,530.00	0.00	0.00	3,530.00	0.00
271-958-724.000	Telephone Expense	1,080.00	339.46	0.00	740.54	31.43
271-958-724.100	INTERNET	1,500.00	0.00	0.00	1,500.00	0.00
271-958-726.000	Office Supplies Expense	3,800.00	1,563.09	266.14	2,236.91	41.13
271-958-734.000	Overdrive Program Expense	3,000.00	0.00	0.00	3,000.00	0.00
271-958-735.000	AV Expense	2,000.00	1,096.02	234.86	903.98	54.80
271-958-736.000	Adult Book Expense	7,500.00	5,527.55	1,161.12	1,972.45	73.70
271-958-737.000	TEEN BOOKS	1,000.00	0.00	0.00	1,000.00	0.00
271-958-738.000	Childrens Book Expense	5,200.00	3,379.58	584.20	1,820.42	64.99
271-958-738.100	Books Purchased with Donations	0.00	256.83	0.00	(256.83)	100.00
271-958-739.000	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	0.00	0.00	1,000.00	0.00
271-958-801.000	Area Libraries Lost & Damaged Books	600.00	405.08	120.91	194.92	67.51
271-958-801.500	Professional Service Expense	4,500.00	1,426.00	963.00	3,074.00	31.69
271-958-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	1,330.00	810.00	4,670.00	22.17
271-958-806.000	Collection Services	300.00	49.25	19.70	250.75	16.42
271-958-808.000	Lakeland Support Services	25,000.00	9,166.58	0.00	15,833.42	36.67
271-958-813.000	Garbage Disposal Service	400.00	157.06	0.00	242.94	39.27
271-958-851.000	Postage Expense	500.00	69.92	0.00	430.08	13.98
271-958-880.800	Transportation Expense	1,000.00	56.92	0.00	943.08	5.69
271-958-905.000	Summer Reading Program	5,000.00	1,740.24	24.32	3,259.76	34.80
271-958-915.000	COMPUTER EXPENSE	3,450.00	2,862.33	124.98	587.67	82.97
271-958-917.000	Membership & Dues Expense	700.00	240.73	0.00	459.27	34.39
271-958-917.000	Workmens Compensation Expense	150.00	0.00	0.00	150.00	0.00
271-958-918.000	Water Utility Expense	1,500.00	548.04	62.20	951.96	36.54

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDT USED
Fund 271 - Library Fund						
Expenditures						
271-958-924.100	Heat Expense	2,000.00	1,209.36	339.78	790.64	60.47
271-958-926.000	Electric Expense	5,700.00	3,827.93	540.64	1,872.07	67.16
271-958-930.000	Repair & Maintenance Serv Exp	5,000.00	2,273.50	1,352.50	2,726.50	45.47
271-958-930.300	Education/Training Expense	1,000.00	0.00	0.00	1,000.00	0.00
271-958-935.000	Insurance & Bonds Expense	3,500.00	2,221.00	0.00	1,279.00	63.46
271-958-955.000	Bank Fees	1,600.00	812.14	85.34	787.86	50.76
271-958-956.000	Miscellaneous Expense	1,000.00	1,012.05	359.86	(12.05)	101.21
271-958-956.400	Special Programs Expense	6,000.00	3,542.28	534.81	2,457.72	59.04
271-958-964.500	MTT/STC Prior Year Refunds	0.00	1,369.59	1,369.59	(1,369.59)	100.00
271-958-968.000	Public Relations	2,000.00	40.00	0.00	1,960.00	2.00
271-958-970.400	Capital - Technology	7,500.00	1,080.00	0.00	6,420.00	14.40
271-958-999.100	Appropriation to Fund Balance	13,000.00	0.00	0.00	13,000.00	0.00
Total Dept 958 - Disbursements		285,700.00	118,989.35	18,519.22	166,710.65	41.65
TOTAL EXPENDITURES		285,700.00	118,989.35	18,519.22	166,710.65	41.65
Fund 271 - Library Fund:						
TOTAL REVENUES		262,840.00	271,299.11	121,205.59	(8,459.11)	103.22
TOTAL EXPENDITURES		285,700.00	118,989.35	18,519.22	166,710.65	41.65
NET OF REVENUES & EXPENDITURES		(22,860.00)	152,309.76	102,686.37	(175,169.76)	666.27

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	347,930.21
271-000-003.185	CD - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,634.34
271-000-123.000	Prepaid	153.00
Total Assets		434,536.69
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	11.75
271-000-210.000	State Withholding Payable	295.68
Total Liabilities		589.52
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,629.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-375.600	RESTRICTED - MABIE OPERATIONS DONA	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	183,644.42
Total Fund Balance		281,637.41
Beginning Fund Balance		281,637.41
Net of Revenues VS Expenditures		152,309.76
Ending Fund Balance		433,947.17
Total Liabilities And Fund Balance		434,536.69

03/04/2024 05:13 PM
User: EMILY
DB: Cedar Springs

CHECK REGISTER FOR CITY OF CEDAR SPRINGS
CHECK DATE FROM 02/01/2024 - 02/29/2024

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
02/08/2024	LibCk	16706	35	CITY OF CEDAR SPRINGS	2,699.59
02/08/2024	LibCk	16707	419	CONSUMERS ENERGY	540.64
02/08/2024	LibCk	16708	1342	KONICA MINOLTA BUSINESS SOLUTIONS	266.14
02/08/2024	LibCk	16709	225	NORTHWEST KENT MECHANICAL	282.50
02/08/2024	LibCk	16710	2546	O'DOWD LAWCARE AND SNOWFLOWING	550.00
02/08/2024	LibCk	16711	728	SPECTRUM ENTERPRISE	124.98
02/15/2024	LibCk	16712	1541	ELAN FINANCIAL SERVICES	1,485.50
02/21/2024	LibCk	16713	2618	ADKISON, NEED, ALLEN, & RENTROP	969.00
02/21/2024	LibCk	16714	842	BAKER & TAYLOR, INC.	1,747.25
02/21/2024	LibCk	16715	35	CITY OF CEDAR SPRINGS	62.20
02/21/2024	LibCk	16716	122	DTE ENERGY	339.78
02/21/2024	LibCk	16717	2101	UNIQUE MANAGEMENT SERVICES INC	19.70

LIBCK TOTALS:

Total of 12 Checks:	9,087.28
Less 0 Void Checks:	0.00
Total of 12 Disbursements:	9,087.28

DATE: February 19, 2024
TO: CSPL Board of Trustees
FROM: Ron M. Howell, Secretary
SUBJECT: Generator Update

In searching for the original Strategic Plan (not found), I came across plans and specs for the construction of the library. Within the spec book were specifications for a standby generator that appears to have been part of an alternate bid #1. Within the bid specs it requires the bidder to conduct a load analysis to support the size generator being selected.

In addition, the set of drawings included the location of where a standby generator should be located (see drawing below).

As pointed out, this building is owned by the city and an improvement like this should be wholly undertaken, and in my opinion, paid for by the city.

We have done the homework for them by coming up with specs and location but the bidding process, award, funding and construction should be done by the city.

If there are no objections by the Board, I will turn over everything I have found to the City Manager. If the City chooses not to add a generator then, in my opinion, they should carry an additional insurance rider that covers the cost of replace the library collection if it were damaged by an extended power outage.

