

Amended 7/25/2011
CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING

MONDAY, APRIL 25, 2011

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY
43 W. CHERRY STREET

Cedar Springs Public Library
Mission Statement

The mission of the Cedar Springs Public Library is to provide quality materials and services which fulfill the educational, informational, cultural and recreational needs of our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Meeting was called to order by Chair Gall at 7:00 pm

II. ROLL CALL

AMY HALL- Chair -Present
EARLA ALBER - Vice-Chair-Present
ARDENA ROBERTS – Treasurer-Present
CHRISTINE FAHL - Trustee-Present
BOB ELLICK – Trustee-Present
TONY OWEN – Trustee-Present
VICKI BABCOCK - Trustee-Present

Quorum is present

III. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic not on the agenda shall limit their comments to two minutes, unless the chairperson deems otherwise.

Question was asked concerning the financial reports and how some items were recorded. Board explained the same codes the City uses for its financial reports are used by the Library.
No other public comments oral or written

IV. APPROVAL OF THE AGENDA

Motion: “Accept the Agenda as submitted” made by Fahl and seconded by Owen
Motion carried by voice vote.

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of March 28, 2011
- B. Approval of Treasurer’s Report of March 28, 2011

Motion: “Accept Consent Agenda as submitted” made by Roberts seconded by Fahl.
Board discussion concerning how items are entered into Treasurers Report and difference between check register and bank statements. Director maintains actual check register.
Motion carried by voice vote.

VI. CORRESPONDENCE

A. The Holton Family

Thank you letter for floral arrangement sent for funeral of Mr. Holton

VII. COMMITTEE REPORTS-Amended Personnel Committee section 7/25/2011

A. Personnel Committee – Wage considerations for staff

Roberts, Fahl, and Hall met to review personnel matters and make a recommendation to the board.

Recommendation:

Director Donna Clark a 2 percent increase **in the health insurance buyout**
Employee Yoko Roberts a 4.6 percent increase (assumed extra duties and work load)
Employees 1 year and over a 2 percent increase
Employees less than 1 year no increase

Motion: “Accept Personnel Committee recommendations as reported” made by Babcock and seconded by Owen

Motion carried by voice vote

Raises to go into effect July 1, 2011

B. Policy Committee – nothing to report\

C. Bylaw Committee – discussion of board members having proper versions of Policies and by laws

Board discussed by laws and current standing committees. Board also discussed updating each member’s copy. These copies are to remain property of the Board and each member is expected to keep them properly updated. When a member leaves they are to return this material to the By-laws Committee Chair. Chair Hall appointed standing Chairs for each committee.

Personnel Committee: Standing Chair Board Chair Hall

Policy Committee: Standing Chair Trustee Owen

By-laws Committee: Standing Chair Vice-Chair Alber

Technology Committee: Standing Chair Trustee Ellick

D. Technology Committee – nothing to report

VIII. UNFINISHED BUSINESS

A. Wage Consideration for Part-time Staff

Discussed under Personnel Committee report including motion made and passed on report

B. Movie Licensing – Cooperative savings of \$101 (\$249)

(Board only authorized the spending of \$200)

Motion: “Amend previous motion to add \$49.00 to previously approved amount to a total \$249.00” was made by Ellick and second by Babcock.

Motion carried by voice vote

C. Paperless Packets

Board discussed packets and what is needed in them.

IX. NEW BUSINESS

A. Adopt 2011-2012 Library Budget

Motion: “I make a motion to adopt the 2011-2012 Fiscal Year Library Budget with revenues totaling \$279,120 and with expenditures totaling 279,120.” Made by Owen seconded by Ellick

Roll Call Vote: Ayes: 7- Hall, Alber, Roberts, Fahl, Ellick, Owen, Babcock: Nays: 0

Motion carried and budget is accepted.

B. Director Evaluation

Motion: Table Directors evaluation until May Board meeting” made by Roberts seconded by Fahl. Motion carried by voice vote.

X. DIRECTOR’S REPORT

Director Clark presented a report to the Board concerning recent events and upcoming Library events. Report also included information on meetings attended, outreach made, and figures on Library usage.

XI. CLOSED SESSION – Director Evaluation

Closed session was canceled. Director evaluation rescheduled for May Board meeting per Motion under new business.

XII. MOTION TO RETURN TO OPEN SESSION

No motion made as closed session was canceled.

XIII. AGENDA ITEMS FOR MAY

1. Director’s Evaluation

XIV. INFORMATIONAL ONLY

1. Newspaper articles, POST 3/24, 4/14
2. The GR Press, 4/17
3. Freegal Music, LLC informational meeting 4/26/11

XV. BOARD COMMENT

Board discussed what purpose for Board comment section of agenda was. It is to report on meeting or trainings a Board member may have attended since last meeting and to update Board of any changes which it may need to address.

XIV. ADJOURNMENT

Motion: “To Adjourn” made by Owen and seconded by Babcock Motion carried by voice vote. Meeting ended at 8:19 PM

Next meeting scheduled for May 23, 2011, 7pm at the Library

Recorded by Board Secretary Tony Owen 

Final Minutes approved Board Meeting 5/23/2011

Minutes Amended Board Meeting 7/25/2011 