

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY, JULY 22, 2013**

**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 called to order by Secretary Owen at 7:00 pm

**II. ROLL CALL**

EARLA ALBER - Chair present  
CHRISTINE FAHL - Vice-Chair present  
ARDENA ROBERTS – Treasurer absent w/notification  
BOB ELLICK – Trustee present  
TONY OWEN – Secretary present  
VICKY BABCOCK – Trustee present  
BECKY POWELL- Trustee absent w/notification

Quorum is present

**11. ELECTION OF OFFICERS**

Secretary Owen opens nominations for Board Chair:  
Earla Alber is nominated by Ellick and second by Fahl.  
Alber accepts the nomination  
There are no other nominations  
Voting: 5 ayes, 0 nays, 2 absent  
Earla Alber is announced as new Board Chair

Secretary Owen turns over meeting and elections to newly elected Chair Alber

Chair Alber opens nominations for Board Vice-Chair:  
Christine Fahl is nominated by Owen second by Babcock  
Fahl accepts the nomination  
There are no other nominations  
Voting: 5 ayes, 0 nays, 2 absent  
Christine Fahl is announced as new Board Vice-Chair

Chair Alber opens nominations for Board Secretary:  
Tony Owen is nominated by Babcock and second by Alber  
Owen accepts the nomination  
There are no other nominations  
Voting: 5 ayes, 0 nays, 2 absent  
Tony Owen is announced as new Board Secretary

Chair Alber opens nominations for Board Treasurer:  
**Motion:** "Table nominations for this position until next meeting" made by Fahl  
second by Babcock  
Motion carried by voice vote

### **III. APPROVAL OF THE AGENDA**

**Motion:** " Approve agenda with modification of : Add to new business "Finance Committee recommendations" and change "Agenda items for next meeting date to September 23 from August 20" made by Fahl second by Babcock.  
Motion passed on voice vote.

### **IV. PUBLIC FORUM**

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

Any citizen who wishes to speak on a topic already on the **approved** agenda will respectfully request to do so during the time of discussion of that agenda item, be recognized by the Chair, and limit your comments to two minutes, unless the chairperson deems otherwise

No oral or written comments made.

### **V. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of June 24, 2013
- B. Approval of Treasurer's Report of June 24, 2013

**Motion:** "Accept the consent agenda" made by Babcock second by Fahl.  
Motion carried by voice vote.

### **VI. CORRESPONDENCE**

1. City of Cedar Springs, LDFA Redistribution Ruth Johnson, Secretary of State
2. Thank you notes from the children at the School of Hope

### **VII. COMMITTEE REPORTS**

- A. Personnel Committee – none
- B. Policy Committee – none
- C. Bylaw Committee – Updated By law replacement for trustee manuals

Motion: "To accept recommended changes in By Laws by the By Laws Committee" made by Owen second by Alber.  
Motion carried by voice vote. Alber will supply each trustee with updated copies of the By Laws for their manuals.

- D. Technology Committee – none
- E. Finance Committee –meeting update  
Moved to under new business
- F. Building Committee –meeting update  
July 30<sup>th</sup> will be the first meeting of the Building Committee. The committee will continue to meet on the first Tuesday of the month at the Solon Township Hall.

#### **VIII. UNFINISHED BUSINESS**

- A. Strategic Plan Review-Tabled from last meeting  
**Motion:** ‘Reschedule for January’ made by Owen second by Babcock.  
Motion passed by voice vote.
- B. Lease Agreement  
The City has accepted the Boards recommended changes. The Board will schedule finalization of lease in the October Board meeting.
- C. Surveys to City Property Owners  
Solon Township has generously allowed the survey to be mailed out with its summer tax bills. For the City there will be a volunteer based handout to city residents.

#### **IX. NEW BUSINESS**

- A. Committee assignments by Chair  
Chair requests a delay in assignments until next meeting when full board should be in attendance and elections can be finalized.  
**Motion:** “To allow delay of committee assignments until elections are completed at the September 23<sup>rd</sup> meeting” made by Alber second by Fahl.  
Motion carried by voice vote.
- B. Finance Committee recommendations  
Committee recommends the Board approve the pay increase for one staff member for the hours spent cleaning the Library. Such increase shall effect only two (2) hours per week/4 hours per pay period. Any additional hours spent cleaning shall be paid at the employees regular hourly rate.  
Library Director to closely monitor hours.  
**Motion:** ‘ Accept Finance Committee recommendations’ made by Owen second by Babcock.  
Motion carried by voice vote.

#### **X. DIRECTOR’S REPORT**

Director spoke about the upcoming library staff, Board, and Friends picnic.  
Director also updated Board on Summer Reading program.

#### **XI. AGENDA ITEMS FOR SEPTEMBER 23<sup>rd</sup> MEETING**

- A. Completion of elections
- B. Committee assignments
- C. Update on survey
- D. Custodial job description from Personnel Committee

#### **XI. INFORMATIONAL ONLY**

Nothing presented

**XII. BOARD COMMENT**  
No Board Comments

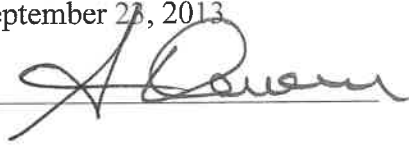
**XIII. ADJOURNMENT**

**Motion:** "Adjourn meeting" made by Owen second by Alber  
meeting adjourned at 8:00 pm

Next regular meeting scheduled for Monday September 23, 2013, 7PM at the Library

Approved by Board Monday September 23, 2013

Submitted Secretary Owen-

A handwritten signature in cursive script, appearing to read "A. Owen", is written over a horizontal line.