

July 22, 2024 Agenda

Cedar Springs Public Library

Mission Statement

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach, and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong Learning.

- I. Call Regular 22Jul24 Meeting to Order 7:00pm
Roll Call: Verification of a Quorum
- II. Pledge
- III. Approval of Agenda
- IV. Consent Agenda
 - a. Minutes of 24Jun24 Regular Meeting
 - b. June Financial Report from the City
- V. Directors Report-J. Pugh
 - a. Projects Update-2024-25
- VI. Chairperson's Report-T. Smith
- VII. Committee Reports
 - a. Personnel Committee
 - b. Policy Committee-
 - c. By-laws Committee
 - d. IT (Technology) Committee-
 - e. Finance Committee-
 - f. Strategic Plan Committee

Public Comment

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes unless the chairperson deems otherwise. The Board will not respond to, or discuss, public comments unless the Chair approves.

- VIII. Unfinished Business
 - a. Election of Board Officers-Secretary conducts election of Chair to start process per By Laws Article III 4. B. (f)
 - b. Committee Assignments by Chair
 - c. Board Regular Meeting Dates & CSPL Closures for 2025
 - d. Strategic Plan
- IX. New Business
 - a. DDA/Heart of Cedar Springs Designation
 - b. Authorization for Cedar Springs Public Library social media accounts
- X. Agenda Items for August Meeting

July 22, 2024 Agenda

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XI. Informational Items

- a. Aerial/Legal Description of Leased parcel from City

Public Comment

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XII. Board Comments

XIII. Motion to Adjourn

Meeting Attachments:

- Draft Minutes of 24Jun24 Regular Meeting
- June Financial Report from City
- Director's July Report
-

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday June 24, 2024

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 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

Chair verified a Quorum present to do business

II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

III Approval of Agenda

Motion by Dykstra 2nd by Lehmoine

Discussion: A Board member noted the packet is quite large

Voice Vote: Ayes: All Nays: None Motion Passes

IV Consent Agenda

a. Minutes of 28May24 Budget Hearing and Regular Meeting

b. May Financial Report from City

Motion by Owen 2nd by Gritter to accept the consent agenda as presented.

Voice Vote: Ayes: All Nays: None Motion Passes

V. Directors Report (June) -J. Pugh

A written report had been submitted to the Board as part of the meeting packet and within that report the topic of Fraudulent Account Activity was discussed in detail how the City Finance Director detected unauthorized activity and an unauthorized check in the CSPL bank accounts resulting in the Bank redepositing \$21,065.57. After temporarily locking the accounts, additional checks and balances were put in place between City Finance Director and Library

Director and the accounts will be closely monitored in the coming months. The Director will also be establishing more internal controls to track financial activity. It was recommended, and the Director agreed, certain account numbers not be published in the packet to add additional security.

The Director then reviewed the rest of the items in his report which included a safety walk through, assessment and placement of the 18 cameras by the Kent County Sheriff's department.

Because of the Cedar Blitz Gravel Grinder event on Saturday July 13th expecting 1,700 people on Maple street he made the decision to close the library for that day.

The director was asked if he had any contact with Solon Township and he reviewed the various items he worked on with the Township i.e. how to preserve maps.

There was additional discussion on the process of paying monthly library bills and the director will update the Board on the additional internal controls he is putting in place.

VI. Chairperson's Report-T. Smith

The Chair noted that he had different conversations with different board members about Library operations and it is important that all these items be discussed at the meeting. Now that we have a Director in place it is important the Board refrain from individual email discussions about Library business and follow the agreed upon procedure of going through the Chair.

It was also noted that July is the time for the Officers of the Board to be voted on and Chair appointments to the various committees. If any Board member does not want to be reappointed or desires to serve in another area to let him know.

VII. Committee Reports

Discussion: The Chair noted that no committees had met during the past month. A Board member noted the Strategic Plan Committee needs to have the appointments filled.

- a. Personnel Committee
- b. Policy Committee-
- c. By-laws Committee
- d. IT (Technology) Committee-
- e. Finance Committee-
- f. Strategic Plan

Public Comment

Rose Powell-mentioned a library business neighbor was holding a Saturday event called the Cedar Blitz Gravel Grinder (bicycle) Race on Saturday July 13th on Maple Street expecting 1,700 participants. The City is pending approval subject resolving access to the library's parking area. The Chair noted that there are no room rentals for that day and CSPL will close that morning to avoid conflict. She also noted the Council has a new member and Garden Club is making a

concerted effort to assist with the return of Monarch butterflies to the area and everyone is to promote the growth of the milkweed plant and create and preserve rings of grass around the base of trees for monarch shelter in storms.

Donna Clark-Noted how busy the library is and appreciated the new Director and his comprehensive report.

VIII. Unfinished Business

a. Year End Budget Amendments

Discussion- A spreadsheet was part of the packet including those accounts that needed to be adjusted for the end of the 2023-24 Budget year which is June 30th. It was noted that the Board has followed a past practice of amending the Budget at the beginning of the calendar year and in June to always keeping the Budget balanced in accordance with the State Budget Act. The Chair noted that we need to continue to work with the City as they list the Library Budget as part of the overall City Budget so we need to get ours to them earlier than we did this year.

Motion by Howell 2nd by Owen to approve the spreadsheet of amendments as submitted.

Roll Call Vote: Ayes: Dykstra, Gritter, Lehmoine, Owen, Armock, Howell, Smith

Nays: None

Motion Passes

b. Notifications and Rules of Order

Motion by Owen 2nd by Lehmoine to approve the new Special Rules of Order as presented as a new Section 6.2 in the Manual

Discussion- Board member Lehmoine proposed a list of Special Rules regarding Notices to become Section 6.2 of the Board Manual to promote communication between the Board and the City of Cedar Springs and Solon Township. This list came out of a settlement with the county prosecutor in September of 2016 where the library failed to properly post a notice of a Library meeting in compliance with the Open Meetings Act. There was concern expressed that such a detailed list could be interpreted as a "gotcha" if not followed to the letter. It was emphasized that was not the intent but primarily to address cancelations and special meetings and to formalize the 2016 agreed process as well as improve communication. It was suggested that the last item listed, "*Any public notices the library issues to the library website and posted in the library will send a copy to the clerks of the City and Township for their postings.*" is not needed based on current practices.

There was then a **Motion** by Lehmoine and 2nd by Owen to remove the last item shown above from the original motion.

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

The Chair then brought back on the table the original motion to approve the proposed Special Rules of Order with the last item removed.

Voice Vote: Ayes: 6 Nays: 1 **Motion Passes**

c. **Approval of Fees**

Discussion- A Schedule of Fees was part of the packet and the Chair noted that the fees for, “*Overdue Books and BOC*”: \$.015 per day and “*Overdue Movies*”: \$1 per day had been eliminated by previous Board action.

The Director asked for consideration in reducing **Printing**: \$.20 per page for black and white, \$0.55 per page for color be reduced to \$.10/ page and \$.25/ page respectfully since the copier was paid for, yearly revenue is about \$210 and a new one will be needed by 2025. It was noted a new copier could cost \$5,000 and the Director needs to prepare an analysis of how that is to be paid to breakeven, including annual maintenance, which will include the per page fee.

Motion by Owen 2nd by Lehmoine to approve the revised Schedule of Fees removing those already eliminated but no change to **Printing**.

Roll Call Vote: Ayes: Dykstra, Gritter, Lehmoine, Owen, Howell, Smith

Nays: Armock

Motion Passes

IX. **New Business**

a. **Staff Wage Rates for 2024-25 Budget Year**

Discussion-Included in the packet was a spreadsheet of employees with rates of pay and the pay Levels A-E which showed a \$2.00/hr. pay increase for all employees. The Director noted the spreadsheet did not list employee D. Ovokaittsy so she was added. The Chair clarified this was an action of the Board to express appreciation to all employees for their efforts to keep the library running smoothly in the absence of a Director and the Board is open to further recommendations by the new Director. The Director noted that he will be reassessing the current job descriptions based on employee interview input and conduct a wage survey of surrounding libraries.

Motion by Owen 2nd by Dykstra to approve the spread sheet as presented with the additional employee D. Ovokaittsy.

Roll Call Vote: Ayes: Dykstra, Gritter, Lehmoine, Owen, Armock, Howell, Smith

Nays: None

Motion Passes

X. **Agenda Items for July 22nd Meeting**

- a. Director Projects for Budget Year 24-25
- b. Board Officers and Committee Assignments
- c. Annual Meeting Schedule and known CSPL Closure dates
- d. Strategic Plan

XI. **Informational Items-OMA, Michigan Library Law Consultant**

In the packet was a comparison of Open Meetings Act sections they related to the proposed Notifications and Rules of Order in VIII Unfinished Business (b) along with an Informational

Sheet from Clare Membiela, Library Law Consultant for the Library of Michigan about the Open Meetings Act.

Public Comment

Rose Powell-Encouraged everyone to come to Amphitheater on Wednesdays from 7-9pm to hear great music and before that attend the car show at the Legion 5-7pm. Thanked the Director again for his work.

XII. Board Comments

Armock-no comment

Dykstra – no comment

Gritter- Thanked the Director for his work on the fraudulent account issues.

Howell-no comment

Lehmoine-Thanked the Chair for starting the process to update all the Board member Manuals.

Owen- Maybe we could trim down the minutes to Motions only now that we have You Tube recordings. Was having difficulty downloading September of 2013 items.

Smith -We are getting real work done. Thanked the Director again for organizing and taking on difficult issues.

XIII. Motion to Adjourn

Motion by Owen 2nd Gritter to adjourn the meeting.

Time: 8:51pm

Voice Vote: Ayes: All Nays: None

Motion Passes

Respectfully submitted by Secretary Howell _____

Board Approved- _____

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

Meeting Attachments:

- Draft Minutes of 28May24 Budget Hearing and Regular Meeting
- May Financial Report from City
- Director's June Report
- 2023-24 Budget Amendments
- Schedule of Fees
- Proposed Notifications-Rules of Order
- Staff Wage Rates
- OMA Pubic Notices

Director's Report - July 2024

- Action & Information

- The Director attended the 2024 American Library Association (ALA) Annual Conference
 - James attended the 2024 ALA Annual Conference in San Diego, CA from June 28-July 1. He learned a lot about cutting edge and timely library topics including ways to utilize AI in the library, the importance of play at work, and incorporating DEIA initiatives into library policies and procedures. James also did a presentation on implementing Stay Interviews in libraries based on research he did during his internship at KDL and the stay interviews he conducted with staff back in May. James received the Continuing Education Stipend from the Library of Michigan, which will cover \$1,600 of the conference attendance, hotel room, and flight expenses. The library should be reimbursed in the next few weeks.
 - James also connected with several vendors for possible projects in the future including RFID tagging, self-check-out machines, website design, digital archiving, and professional publications for staff development.
- The two benches out front of the library donated by CBDT were damaged. They were missing bolts that kept the bench attached to the swinging arm. Library staff are uncertain if this is vandalism. Mr. Duane McIntyre has been kind enough to repair them in his free time. Thank you, Mr. McIntyre.
- July 12 – At the Mi Library Directors Virtual Monthly Meeting for all Michigan Library Directors, the issue of cyber/digital security was raised, specifically about posting public signatures. From the minutes: “If a library posts public documents with signatures, it may be wise to review whether the signatures should be redacted before posting (but signatures should remain legible on the original document). Municipalities nationwide are starting to reduce the number of signatures posted on public sites due to an increase of illegal use of these signatures by third parties who pulled them from the public sites. An alternative is to post a digitally signed document, which does not have to display a true signature. If a library has not yet addressed cyber security policies, they are urged to work with their attorneys to do so. The Federal Communications Commission (the people who provide E-Rate) is unveiling a new grant pilot project, which will utilize many E-Rate forms and processes, to assist libraries and schools with Cybersecurity plans.” James suggests following these recommendations.
- July 13 – Library closed due to the popularity of the Cedar Blitz.

- Community Engagement

- June 26 – The library hosted a Cedar Springs Area Chamber of Commerce Coffee Social. James connected with a few local business leaders over coffee and doughnuts.
 - July 10 – The library podcast “We Blame Our Shelves” with Dan Major, Head of Adult Services at the Orion Township Public Library, restarted with an episode about summer reads. This monthly podcast will continue and be a great insight into pop culture and library services across the state.
 - July 15 – Meeting with Senior Neighbors about expanding programming to include senior tech classes.
 - James also met with the Activities Coordinator of The Brook of Cedar Springs Retirement Community to discuss a library card drive, overview of services to residents, and potential programs for the future.
- Usage Stats
 - Programs
 - CSPL’s Summer Reading Program has been going really well! Stats as of July 12, 2024:
 - 986 - Total participants (added 195 participants)
 - 981,405 - Total Reading Points
 - 996 - Missions Completed
 - 765 - Games played
 - 1,192,205 - Total Points (reading, missions, events)
 - Teen Crew continues to meet regularly. Teens have been giving input into what they would like to see at the library regarding programs, items in the collection, and in the Teen Space. The group averages about 5 teens at each meeting.
 - Family Nerf Wars – 53
 - Benjammin’ Family Concert – 57
 - Puzzle Competition – 33
 - Senior Neighbors – 95
 - Storytime – 126
 - Quilters – 35
 - Village Learning Center – 58
 - Sourdough Starter Class – 20
 - Music & Movement – 43
 - Teen Spa in a Jar – 11
 - In House Programming – 512 (I Spy, Find Dewey, Break-in Bags, etc.)
 - Total this month: 1,243 (this only counts the new 195 participants in SRP)
 - Room Reservations
 - Study Rooms – Avg. 21/week
 - Community Room Rentals – 6

List of Projects – June 2024-25

- Establish more internal controls
- Establish more Intergovernmental Agreements and Memorandums of Understanding
- Update Bylaws and Policies
- Minor Building Repair
 - Smell in Men's Bathroom
 - Door stops
 - StepNPulls
- Add staff day for team bonding, training, etc.
 - Indigenous Peoples Day
- Upgrade WiFi
 - Waiting for new eRate application window – August/September 2024
- Hot Spots
 - Replace missing Hot Spots
 - Change provider – LLC recommended the library change to T-Mobile. This will give us more control over shutting down devices that are not returned
- Telephone system (more than one line and different phone)
- Staff Wage Assessment
 - Update job descriptions
- New Website
 - Update to ADA Title II compliance
- Self-check machine & RFID Tagging
- Redo floor and community room painting

The Cedar Springs Public Library 2025 Board Meeting Schedule

- January 27
- February 24
- March 31
- April 28
- May 27
- June 23
- July 28
- August 25
- September 22
- October 27
- November 24
- December 15



2025 Holiday Closure Schedule for the Cedar Springs Public Library

January

Wednesday 1/1/25 – New Year's Day

Monday 1/20/25 – Martin Luther King Jr. Day

February

Monday 2/17/25 – President's Day

May

Monday 5/26/25 – Memorial Day

June

Thursday 6/19/25 – Juneteenth

July

Friday 7/4/25 – Independence Day

September

Monday 9/1/25 – Labor Day

October

Monday 10/13/25 – Indigenous Peoples Day (Staff In-service training. Closed to Public)

November

Tuesday 11/11/25 – Veterans Day

Thursday 11/27/25 – Thanksgiving Day

Friday 11/28/25 – Observing Thanksgiving Day Weekend

Saturday 11/29/25 - Observing Thanksgiving Day Weekend

December

Wednesday 12/24/25 – Christmas Eve

Thursday 12/25/25 – Christmas Day

Friday 12/26/25 - Observing Christmas

Wednesday 12/31/25 – New Year's Eve