

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY, MARCH 28, 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 called to order at 7:00 pm by Chairperson Amy Hall

**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**

No public comments written or verbal

**IV. APPROVAL OF THE AGENDA**

Motion made by Alber, second by Babcock:

**“To remove item D under new business (Fill Two Open Positions on Personnel Committee) as there are no positions open”**

Motion carried by voice vote

Motion made by Alber, second by Babcock:

**“To accept agenda with changes”**

Motion carried by voice vote

**V. CONSENT AGENDA**

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

Motion made by Babcock, second by Alber:

**"To accept consent agenda"**

Discussed how absences should be handled.

Motion carried by voice vote

**VI. CORRESPONDENCE**

- A. Response of Director to Letter from State Representative Peter MacGregor
- B. Second letter from State Representative Peter MacGregor
- C. Lakeland Library Proposed Press Release & Library Survey
- D. Freemont Area District Library Press Release
- E. MLA Call to Action
- F. Cedar View Elementary PTO Request
- G. CSHS 2011 Senior All Night Party

Board discussed correspondence and how proposed drops in funding could impact Library operations. It was noted the great relationships Cedar Springs and Solon Township governments, businesses, and citizens have with the Library.

**VII. COMMITTEE REPORTS**

- A. Personnel Committee --nothing to report
- B. Policy Committee -- nothing to report
- C. Bylaw Committee -- nothing to report
- D. Technology Committee -- nothing to report

Board reviewed make up of each committee

**VIII. UNFINISHED BUSINESS**

- A. Trustee Workshop at the Kentwood Branch of KDL, April 28,  
8:30am-3:30pm

Donna indicated she needed to know who was going by Saturday April 2 so she can submit reservations.

- B. Paperless Board Packets

Several Board members had some difficulty in receiving materials. Board discussed some options and tabled this until the April 25<sup>th</sup> meeting.

**IX. NEW BUSINESS**

- A. Projector and screen, laptop, along with a license to show movies,  
Informational materials and presentations

Donna presented to Board costs and programs this would help support.

Motion made by Fahl, seconded by Ellick:

**“Approve \$479.98 for projector and screen, and an amount not to exceed \$200.00 for a movie license. Funding to be used is to come from donated funds”**

Roll call vote: Ayes-7 Hall, Alber, Roberts, Fahl, Ellick, Owen, Babcock/ Nays-0

Motion passed

B. Cookbook Fundraiser

Board member Babcock presented to the Board and idea for a cookbook fundraiser. After discussion topic was tabled.

C. Posting meeting minutes and Treasurer’s Reports on Library Website

Motion made by Fahl, seconded by Alber:

**“Library approved Board meeting minutes to be posted on Library website”**

Motion passed on voice vote

D. Fill Two Open Positions on Personnel Committee

This item deleted per motion under Agenda item IV **APPROVAL OF THE AGENDA**

E. Form for Director Evaluation

Motion made by Ellick, seconded by Fahl:

**“The Board to accept the Performance Appraisal Form, as submitted, for use in the Directors evaluation.”**

Motion passed by voice vote

Donna will email a copy to each Board member. Board members will email completed forms to Board member Roberts, or drop off in sealed envelope to Library for forwarding to Roberts

F. Wage Consideration for Part-time Staff

2 letters from part time Library staff members were received by the Board.

Motion by Alber, seconded by Babcock:

**“Refer these letters to Personnel Committee”**

Motion passed by voice vote

The letters referred to the Personnel Committee along with material Donna had compiled concerning the subject.

G. Staff Certification Workshop in May

Motion by Fahl, second by Roberts:

**“Director is to obtain answers to questions Board posed concerning certification requirements for Library staffing and if needed to send what staff is necessary to comply with those staffing certification requirements.”**

Roll call vote: Ayes-Hall, Roberts, Fahl, Ellick, Owen, Babcock: Nays-Alber

**X. DIRECTOR'S REPORT**

Director Clark discussed the numerous activities the Library is going to be sponsoring or running over the next several months. The status of the Silent Auction, currently going on at the Library, with items from the City and Library was discussed. Poetry Contest is coming up in April Summer reading program getting ready.

**XI. AGENDA ITEMS FOR APRIL**

1. 2011-2012 Library Budget
2. Director Evaluation
3. Personnel Committee report on part time wage earners.
4. Paperless Board Packets

**XII. INFORMATIONAL ONLY**

1. Newspaper articles, POST 3/3, 3/10, 3/17
2. Newspaper article, GR PRESS 3/17/2011
3. Potpourri of Poets Entry Form
4. Community Book Discussion Schedule
5. Project Senbazuru for Japan Relief Effort, see POST 3/17

**XIII. BOARD COMMENT**

With the uncertainty in the State budget and what will be cut from all governmental budgets Board discussed fundraisers, partnerships, and being conservative in the budget

**XIV. ADJOURNMENT**


Motion made for adjournment by Owen, seconded by Roberts  
Motion passed by voice vote

Meeting ended 9:15 pm

Next meeting scheduled for April 25, 2011, 7pm at the Library

Trustee Training Workshop April 28, 2011, 8:30am - 3:30pm, Kentwood KDL Branch

Recorded by Secretary

  
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Final Minutes approved

  
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4/25/2011