

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

MONDAY, SEPTEMBER 26, 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

II. ROLL CALL

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

Quorum is present

III. CHAIR COMMENTS

I would like to thank Amy Hall for her service as Board Chair.
The Board will operate under Roberts Rules of Order.

IV. APPROVAL OF THE AGENDA

Motion “Approve amended agenda” made by Owen seconded by Fahl
Motion approved by voice vote with addition made to new business section

V. 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.

There were comments and presentations made to Board.

Question presented by Library staff from Patrons: Would the Board reconsider the Freegal Music program? Not at this time

A Cedar Springs Public Library web site presentation was made to the Board using the new projector and screen. Several issues with site were discussed.

Presentation played of CD made by Emily Marckini for Library use as part of her Girl Scout project.

Presentation to Board of Library Programs, Summer Reading and sweet boxes made by Rose Ann and Donna Clark.

VI. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of July 25, 2011
- B. Approval of Treasurer's Report of July 25, 2011

Motion: "Approve consent agenda with corrections" made by Ellick and second by Owen. Motion carried by voice vote.

VII. CORRESPONDENCE

- A. Paige Marsman
- B. Becky Kooienga

VIII. COMMITTEE REPORTS

- A. Personnel Committee – nothing to report
- B. Policy Committee – Retention Policy

Motion: "Accept Retention Policy with indicated corrections." made by Owen second by Babcock. Motion passed with unanimous vote.

- C. Bylaw Committee – nothing to report
- D. Technology Committee – nothing to report

IX. UNFINISHED BUSINESS

- A. Appointment of Committee Chairs

Chair announced appointment to committees:
Personnel Committee: Roberts, Fahl, Hall
Policy Committee: Owen, Clark, Yuko
By Laws Committee: Alber, Roberts, Babcock
Technology Committee: Ellick, Rosann Gerhardt, Nick Heimler

- B. Announcing and Posting of meeting dates

Meetings will be on the 4th Monday of each month. No meeting in December. Notices will be posted on front window of Library and sent to Cedar Springs City Clerk and Solon Township Supervisor for posting according to their respective public notice posting policies.

- C. Review of Appointments to Board nearing expiration

Hall will be expiring in 12/2011. Ellick will be expiring in 12/2011. Babcock will be expiring in 12/2011.

X. NEW BUSINESS

A. Directors Cell Phone request

Motion: "Director will receive a 45.00 dollar monthly allowance for cell phone" made by Owen seconded by Fahl. Motion passed with unanimous vote

B. Consideration of change in compensation for 2 staff

Motion: 'Refer to Personnel committee" made by Owen seconded by Ellick. Motion carried by voice vote

C. Request from ISD

Motion: 'To allow a mentoring session by ISD on Monday at 11:30 am. A schedule of requested meeting dates is to be submitted before October 17th. Must be understood all rules and policies of Library will be followed and complied with. Final approved decision will be made at the October 24th Board Meeting." Motion made by Babcock seconded by Owen. Motion carried by voice vote.

XI. DIRECTOR'S REPORT

Director discussed projects involving Library, Red Flannel Days celebration, book sale.

XII. AGENDA ITEMS FOR OCTOBER

- A. Personnel Committee report
- B. Kent ISD request

XIII. INFORMATIONAL ONLY

- 1. Newspaper articles POST: July 28, August 18, September 15

XIV. BOARD COMMENT

For future board packets send material as PDF format only. This is to cut down on size of file sent. Do not need to include "information only" nor "correspondence" in packet file. These will be available through the Director for Board review.

XV. ADJOURNMENT

Motion: 'Adjourn meeting" made by Owen second by Fahl. Carried by voice vote.

Meeting ended 8:40 pm

Next meeting scheduled for October 24, 2011, 7pm at the Library.

Recorded by Board Secretary



Final Minutes approved _____ October 24, 2011 _____