

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY, JANUARY 28, 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 at 7:00 pm by Chairperson. Chair would like to acknowledge the Honorable Mayor of Cedar Springs present in the observing public of the meeting.

**II. ROLL CALL**

EARLA ALBER - Chair Present  
CHRISTINE FAHL - Vice-Chair Present  
ARDENA ROBERTS – Treasurer Present  
BOB ELLICK – Trustee Present  
TONY OWEN – Secretary Present  
VICKY BABCOCK – Trustee Present  
BECKY POWELL- Trustee Absent w/Notification

Quorum is present

**III. APPROVAL OF THE AGENDA**

**Motion: “Approve Agenda”** made by Owen second by Fahl  
Motion carried by voice vote

**IV. 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.

No written or oral comments.

**V. CONSENT AGENDA**

- A. Approval of the Minutes of the Board meeting of November 26, 2012
- B. Approval of Treasurer’s Report of November 26, 2012

**Motion: “Approve Consent Agenda”** made by Ellick second by Fahl.  
Motion carried by voice vote.

## VI. CORRESPONDENCE

No correspondence

## VII. COMMITTEE REPORTS

- A. Personnel Committee – Start of Directors Evaluation  
Personnel Committee will send out evaluation forms and last years evaluation for Board members to begin evaluation of Director. This evaluation will be conducted at the March 25<sup>th</sup> Board meeting.
- B. Policy Committee –  
Policy committee is reviewing current policies in light of changes in open meetings act. Also on hold currently is review of policies involved with City and Library operation meetings.
- C. Bylaw Committee – Updates  
Bylaw Committee is to review current bylaws in respect to meetings information between City and Library.
- D. Technology Committee – Internet Service Report/Website Report  
New Internet service provider is Charter Cable. Website review is ongoing to ensure compliance with changes in Open Meetings Act.

## IX. UNFINISHED BUSINESS

- A. Fundraising  
Babcock reported the fundraising committee had met its goal for the matching funds. All the totals are not in yet but currently we are over \$69,000.00
- B. Information from City and Library Board concerning operations  
City and Library Board will meet to discuss issues involving budgets and funding along with lease. Board Chair reported on recent meeting with City.

## X. NEW BUSINESS

- A. Strategic Plan Review-  
**Motion** “**Table this item**” made by Owen second by Babcock.  
Motion carried by voice vote.
- C. City/Library Operations Lease/Contract of Services  
**Motion:** “**Table this item**” made by Owen second by Babcock  
Motion carried by voice vote.
- D. Building Committee  
Board discussed make up and how to structure Committee. Chair will set up a Special Committee reporting directly back to the Board focusing on review of current plans and drawings looking at their still being viable and usable to go forward with or recommend actions Board may want to take to update plans. Chair will assign 5 to 7 community members. Chair will report names at next meeting and provide other direction for the Committee.
- E. Michigan Open Meetings Act  
The Open Meetings Act has been updated and requires a review of Library Policies concerning the changes. Main changes involved the use of websites and what has to be published on them. Referred to Policy and Technology Committee’s
- F. Community Survey  
Board will need to review and approve a draft of survey before it is sent to the community

**XI. DIRECTOR'S REPORT**

Director reviewed several upcoming Library projects. Complete report is to be published on the website.

**XII. AGENDA ITEMS FOR FEBRUARY 25<sup>th</sup> MEETING**

- A. Treasurer Report on investing of funds
- B. Chair report on Building Committee
- C. Strategic Plan Review
- D. City/Library Board Lease/Contract of Services

**XIII. INFORMATIONAL ONLY**

No information to report

**XIV. BOARD COMMENT**

Board members wish Happy Birthday to Board Chair Earla Alber  
Board would like to thank member Babcock for all her efforts and the fundraising committee for all the wonderful work and reaching our goals this year.

**XV. ADJOURNMENT**

**Motion: "Adjourn the meeting"** made by Owen second by Babcock  
Motion carried by voice vote.  
Meeting adjourned at 8:20 pm

Next meeting scheduled for Monday February 25, 2013, 7pm at the Library

Approved by Board February 25, 2013

Submitted by Secretary Owen

