

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

MONDAY, MARCH 25, 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

Chair recognizes the Mayor of Cedar Springs in attendance.

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 present

Quorum present

111. APPROVAL OF THE AGENDA

Motion: “Approve the agenda with corrected typos” made by Fahl seconded by Babcock
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 oral or written comments made.

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of February 25, 2013
- B. Approval of Treasurer’s Report of February 25, 2013

Motion: “Accept the consent agenda” made by Fahl second by Owen
Motion carried by voice vote

VI. CORRESPONDENCE

- A. Unique Management Services, Inc.
Report from Recovery Company
- B. Actors del Arte Ensemble/Readers' Theatre
Thank you letter from the Actors

VII. COMMITTEE REPORTS

- A. Personnel Committee – Directors Evaluation See agenda item XIII below
- B. Policy Committee – Review of Open Meeting Act Policy changes and Pest control. Owen will make motions after Bylaw committee Report on Open Meeting Act.

Motion: “To add to Board Policy Manual; Section 4: Facilities and Equipment a new subsection 4.11 Pest Control to read, “The Library Director will ensure procedures are in place for vermin and pest control” made by Owen second by Fahl.

Motion carried by voice vote

- C. Bylaw Committee – Update of 3/5/13 meeting

Motion: “To accept the By-Law changes proposed by the Committee” made by Powell second by Babcock.

Motion carried by voice vote.

Motion: “To adopt the three written changes proposed for the Bylaws by the Policy Committee” made by Owen second by Fahl.

Motion carried by voice vote.

Each Board member will receive updated copies of the Bylaws and appropriate section of the Policy Manual.

- D. Technology Committee –No report

VIII. UNFINISHED BUSINESS

- A. Fundraising final totals
It was reported the fundraising resulted in a total of just short of \$75,000.00. Board wishes to give many thanks to the fundraising committee. Babcock also reported on the Survey. Board will come back to next meeting with recommendations
Survey tabled and relists for next meeting
Powell gave a very in depth presentation on a March 5th meeting she had attended of a separate fundraising group of people in the community looking to raise money for the Library. Powell also presented to the Board several organizations which would like to join with the Library in building a new Library and include multipurpose areas.
Board had a consensus they would be interested in discussions with these other groups and see what possibilities arise.
- B. Strategic Plan Review-Tabled last meeting
Plan review tabled and relisted for next meeting

- C. Report on Establishment of Building Committee.
Chair has several people who have committed to being on the Building Committee. Ellick will chair this committee. Chair will provide all names at the April meeting. Chair recognized the Mayor who provided the Board with some comments concerning what is involved in building a new building.
- D. Directors evaluation-See agenda item XIII below

IX. NEW BUSINESS

- A. Budget 2013-2014
Director Clark presented the Budget. Clark then recommended some changes to the budget.

Motion: "Accept the proposed budget for 2013-2014 as presented." made by Owen second by Powell
Motion carried by voice vote.

X. DIRECTOR'S REPORT

Director Clark discussed several new programs she has for the Library Patrons. Clark also discussed the selling of beanie babies and sweatshirts.

XI AGENDA ITEMS FOR APRIL 22th MEETING

- A. Survey
- B. Directors report on website
- C. Finance Committee Establishment

XII. INFORMATIONAL ONLY

- A. FOML Trustee Alliance Workshop
Friday, April 19, 8:30am-3pm, Fremont Library
- B. City/Library Meeting
March 28, 7:00 PM City Building

At this time the Chair announced the Board will be going into closed session for the Directors Evaluation and asked the public to leave.

XIII. DIRECTOR'S EVALUATION

Director requests a closed session

Motion: "To go into closed session for director's evaluation" made by Owen second by Fahl

Motion carried by voice vote.

Closed session started 8:25 pm

Returned to open session 8:52 pm

XIV. BOARD COMMENT

Babcock requests hardcopy of the Board Packet next month
Roberts commented that we all support Director Clark.
Fahl wants to thank the personnel committee for their efforts.

Alber wishes to remind the Board of the Fire Department fundraising drive coming up to remodel the Model A fire engine on 4/10/13.

XV. ADJOURNMENT

Next **special** meeting scheduled for Thursday March 28, 2013, 7pm at the City Hall

Next regular meeting scheduled for Monday April 22, 2013, 7PM at the Library

Approved by Board April 22, 2013

Submitted by Secretary Owen

A handwritten signature in black ink, appearing to read "Owen", is written over a horizontal line. The signature is stylized and cursive.