

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

MONDAY, OCTOBER 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

II CHAIR COMMENTS

Fahl submitted her resignation from board effective immediately.

Chairperson accepted resignation.

Babcock accepted the position of Vice Chair

Chairperson informed Board because of the issues currently going on with the Library, Fahl will stay on as an unpaid consultant as her experience and knowledge are still greatly needed and valued.

III. ROLL CALL

EARLA ALBER – Chair present
VICKY BABCOCK - Vice-Chair present
ARDENA ROBERTS – Trustee present
BOB ELLICK – Trustee present
TONY OWEN – Secretary present
OPEN – Trustee vacant
BECKY POWELL- Treasurer present

Quorum is present

IV. APPROVAL OF THE AGENDA

Motion: “Accept the meeting agenda” **made** by Owen second by Roberts
Motion carried by voice vote

V. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic **not** on the agenda shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise.

Any citizen who wishes to speak on a topic already on the **approved** agenda will respectfully request to do so during the time of discussion of that agenda item, be recognized by the Chair, and limit your comments to two minutes, unless the chairperson deems otherwise

- 1) The Culture - Tech, The Evolving Library (Shared by Thad Taylor)
- 2) No oral presentations made

VI. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of September 23, 2013
- B. Approval of Treasurer's Report of September 23, 2013

Motion: "Accept consent Agenda with request Clark explain fees at next meeting"
made by Owen second by Powell

Motion carried by voice vote.

VII. CORRESPONDENCE

- 1) Nancy Robertson, State Librarian
- 2) Patricia Rose, Actors del Arte Ensemble

VIII. COMMITTEE REPORTS

- A. Personnel Committee – Meeting update
- B. Policy Committee – none
- C. Bylaw Committee –none
- D. Technology Committee – none
- E. Finance Committee –meeting update

Meeting minutes were emailed to each Board member.

Committee recommends a position description be developed for each position in the Library. Stand-alone positions with low to high pay range. Referred to Policy Committee. Recommendation made on Collections' position

- F. Building Committee –meeting update

Meeting to still be held this week. Minutes will be sent to each Board member.

Ellick described some of the current thoughts of the committee and what they are looking into for the site to be approx. 10,000 sq. feet and engineering plans may cost upwards of 10,000.00 dollars. Latitude Engineering is willing to do the plans. This is the same company that worked on the Solon Twp. Hall and the Cedar Springs Museum.

IX. UNFINISHED BUSINESS

- A. Lease Agreement

Motion: "Accept the Lease with the City of Cedar Springs" made by Owen second by Babcock.

Motion carried by voice vote.

B. Wage Recommendation for Collection Manager

MOTION: “To pay Yuko 16 hours a pay period at \$13.00 dollars/hour without filling her position. If she works more hours she is to be paid at her regular pay in effect at that time.” Made by Powell second by Owen.
Motion carried by voice vote.

C. Update on Survey-Talley of responses
Survey result forwarded to Building Committee for their information

D. Custodial Position

Motion: “Accept the Custodial Position description” made by Owen second by Roberts.
Motion accepted by voice vote.

E. IT update and contract- Tier Recommendation for IT Services

Motion: “Accept proposal for Tier 2 service to begin November 1st or as soon as contract is available” Made by Babcock second by Powell.
Motion carried by voice vote.

X. NEW BUSINESS

A. Bookkeeping Services/Costs Survey of Lakeland Member Libraries
Finance Committee will meet with City of Cedar Springs to discuss what the costs have been for the accounting services provided by City.
Finance Committee will establish a proposal for prospective bidders including bonding and auditing requirements.

B. Community Building Committee presentation
Presentation by Kurt Mabie to Board with a handout. Requested Board consider having a board member attend their meetings for input and provide feedback to the full board. Meetings are the 3rd Tuesday of the month at the Solon Wesleyan Church next to the old Solon Twp. Hall.

XI. DIRECTOR’S REPORT

Clark was not present for the meeting. Report was submitted as part of the Board packet.

XII. AGENDA ITEMS FOR NOVEMBER 25th MEETING

- A. Bookkeeping discussion
- B. Discussion of CBC presentation
- C. Approval of final IT contract
- D. Meeting schedule for 2014

XII. INFORMATIONAL ONLY

No information presented

XIII. BOARD COMMENT

Board would like to thank Roberts and Fahl for their service to the Library, the Board, and the community

XIV. ADJOURNMENT

Motion: "Adjourn meeting" made by Owen second by Babcock.
Motion carried by voice vote.
Meeting ended at 8:30 pm

Next regular meeting scheduled for Monday November 25, 2013, 7PM at the Library

Approved by Board on November 25, 2013

Submitted by Secretary Owen

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