

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

MONDAY, NOVEMBER 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

Meeting called to order by Chair at 7:00 pm

II. ROLL CALL

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

Quorum is present

III. APPROVAL OF THE AGENDA

Motion: “Accept the Agenda” made by Powell second by Owen
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 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.

No written comments made.

Questions asked by public concerning Board Minutes and Board packets. Board minutes are posted on the Library website. Director Clark will ensure the website is current with

meeting minutes. Board packets are available for review at the library the Tuesday before the Board meeting.

V CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of October 28, 2013
- B. Approval of Treasurer's Report of October 28, 2013

Motion: "Accept Consent Agenda" made by Owen second by Babcock
Motion passed by voice vote

VI. CORRESPONDENCE

- 1) Pine Ridge Bible Camp
Cedar Springs Food Pantry thank you note-Item brought to Boards attention by Clark at time of this Agenda item discussion.

VII. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee –None
- D. Technology Committee – None
- E. Finance Committee –meeting update
There were no charges to the account. Amount was improperly deposited into wrong line item and has been properly posted. Meeting with Thad went well and City wishes the Library to hold off on accounting decisions until after the December City Council meeting. Currently it costs the City approximately \$4,800.00 to \$5,000.00 dollars a year to maintain Library accounts and books.
- F. Building Committee –meeting update
Next meeting is Tuesday 11/26/13 at the Solon Twp. Hall

VIII. UNFINISHED BUSINESS

- A. Book keeping service

Motion: "Table this time until January 27, 2014 meeting" made by Owen second by Powell.

Motion carried by voice vote

- B. Approval of IT contract
Chair informed Board this was not a contract but an agreement for Tier II services for 6 months. At that time we can reevaluate it to see it meets our needs.

- C. Discussion of presentation
Board discussed presentation made last meeting by the Community Building Development Team and their request to have a Board member assigned to attend their meetings and be a conduit for information to flow back to the Library Board.

Motion: "Chair to appoint a Board member to attend the Community Building Development Team as observer and to bring information back to Board as needed."
Made by Owen second by Roberts.
Motion carried by voice vote. Powell was appointed by Chair

D. Meeting dates for 2014

Board discussed meeting dates for 2014 and made a change in the listing from May 26 to May 27 as Memorial Day is May 26, 2014.

Motion: ‘Accept meeting dates for 2014 to be posted by Director Clark according to the Open Meetings Act requirements’ made by Babcock second by Powell.
Motion carried by voice vote.

Director Clark will post the 2014 meeting dates in the appropriate places per the Open Meetings Act requirements. The meetings will be held at the Library, 43 W. Cherry St, Cedar Springs, MI at 7 pm on the following dates.

January 27, 2014

February 24, 2014

March 24, 2014

April 28, 2014

May 27, 2014

June 23, 2014

July 28, 2014

August-No meeting

September 22, 2014

October 27, 2014

November 24, 2014

December-No meeting

Any special meetings or changes will be posted according to the requirements of the Open Meetings Act

IX. NEW BUSINESS

A. Closed bids for better lighting

Board opened the sealed bids for lighting improvements in the Library.

Motion: “Accept Highpoint Electric bid for \$290.00 dollars” made by Ellick second by Owen.

Motion carried by voice vote.

Director Clark was instructed to contact Highpoint Electric to let them know their bid was accepted, to get a start date, and have them perform the work.

Other bidders were: Northland Electric (\$397.00 dollars), Hillman Electric (\$320.00 dollars)

B. Snow removal

Chair will contact the City to find out what their plans are for snow removal for the rest of 2013 as new lease starts Jan 1, 2014. Today the Library staff had to shovel the walks to provide patrons with a safe path to the Library. Board thanks the staff for taking the initiative to provide for patron safety.

X. DIRECTOR’S REPORT

Director Report was attached to Board packet. There were no questions about the report. Director Clark requested Board permission to go ahead with letters seeking donation as proposed by a patron. Board gave their approval.

XI AGENDA ITEMS FOR JANUARY 27th MEETING

- A. Bookkeeping
- B. Snow removal
- C. Strategic Plan review
- D. Directors Evaluation

XII. INFORMATIONAL ONLY

No informational material to pass on

XIII. BOARD COMMENT

Board members wish to thank Roberts for her service to the Board. After the meeting there were some refreshments.

XIV. ADJOURNMENT

Motion: "Adjourn meeting" made by Owen second by Powell
Motion passed by voice vote.
Meeting adjourned at 8:20 pm

Next regular meeting scheduled for Monday January 27, 2014, 7PM at the Library

Approved by Board on January 27, 2013

Submitted by Secretary Owen


