

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
SPECIAL BOARD MEETING**

MONDAY

February 4, 2019

Meeting of January 28, 2019 rescheduled due to weather

6:00 PM Strategic Plan Workshop

**CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN STREET**

**Cedar Springs Public Library
Mission Statement**

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Meeting called to order nu Vice Chair Stark at 6:01 pm
Present: Owen, Stark, Babcock, King,
Absent: Ellick, Weidenfeller, Powell

II. PLEDGE OF ALLEGIANCE

Pledge led by Vice Chair Stark

III. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. The Board will not respond, or discuss, public comments unless the Chair approves.

No public written or oral comments.

IV APPROVAL OF THE AGENDA

6:04 PM Weidenfeller into meeting

MOTION: "Approve agenda" made by Babcock, second by King
Motion carried by voice vote Ayes 5, Nays 0

6:08 pm Powell into meeting

VIII. SUBJECT of WORKSHOP

A. Review of Strategic Plan

Weidenfeller reviewed the current timeline of the Strategic Plan and
What the Board process would be for tonight

B. Selection of specific Goals

Weidenfeller led the Board in a review of the various goals and Board made comments and selections.

6:30 Ellick into meeting

Weidenfeller led the Board through a sample of what the final plan booklet would look like.

Ellick requested the final product be placed on the agenda for next meeting February 25, 2019 for possible final approval

XI. BOARD COMMENT

Discussed what the plan means and how it should be presented to community
Scheduled timeframes for Board review and submission for the March meeting.
Weidenfeller will email out a final draft for Board to comment on and send back to her. Final product will be sent out with Board packet.

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen, second by Powell

Motion carried by voice vote Ayes 7, Nays 0.

Meeting ended at 7:35 pm

Next regular meeting scheduled for Monday, February 25, 2019, 7PM at the Library

Submitted by Secretary Owen

Approved by Board on 2/25/19

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

MONDAY

February 4, 2019

Rescheduled from January 28, 2019 due to weather

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN STREET**

**Cedar Springs Public Library
Mission Statement**

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Meeting called to order by Chair Ellick at 7:36 pm

Present: Ellick, Owen, Stark, Babcock, King, Weidenfeller, Powell

II. PLEDGE OF ALLEGIANCE

Chair led the Pledge of Allegiance

III. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. The Board will not respond, or discuss, public comments unless the Chair approves.

No oral or written comments made

IV. APPROVAL OF THE AGENDA

MOTION: "Approve amended agenda" made by Babcock, second by Stark
Motion carried by voice vote Ayes 7, Nays 0.

V. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of November 26, 2018
- B. Approval of the Financial Report of November 26, 2018
- C. Approval of the Financial Report of December 17, 2018

MOTION: "Approve consent agenda" made by Babcock, second by Powell
Motion approved by voice vote Ayes 7, Nays 0.

VI DIRECTOR'S REPORT

Director's full report is part of Board packet
Library received a \$10,000.00 donation for electric sign outside Library.
Handouts were given to first graders concerning the Library.
Cameras are installed and enabled.
An Art Prize placing picture will be hung in the Library.
Staff will be receiving training in May to certify them.
Michigan Library will be holding Pre-Diabetes classes on 3/5/19.

VII. UNFINISHED BUSINESS

- A. Approval of Updated financial definitions and format

MOYION: "Approve submitted updated financial definitions and format" made by Babcock, second by Powell
Motion carried by voice vote Ayes 7, Nays 0.

- B. Security Cameras Installation process
Cameras have been installed, are active, and staff need training on proper use and reporting. Policy committee tasked with coming up with a policy and procedure for camera usage and reporting of incidents to authorities.

IX NEW BUSINESS

- A. Approval of Updated sections of Employee Handbook

MOTION: "Approve updated Employee Handbook" made by Stark, second by Weidenfeller
Motion carried by voice vote Ayes 7, Nays 0.

- B. Approval of new wages schedule and effective date
(Item deleted as part of agenda approval)

- C. Approval of Budget amendments

MOTION: "Approve budget amendments as submitted by Treasurer" made by Stark, second by Weidenfeller
Motion carried by voice vote Ayes 7, Nays 0.

X. COMMITTEE REPORTS

- A. Personnel Committee- Sections of manual on Employee Handbook needing approval for next month.
Board approved updated Employee Manual under New Business item A.
- B. Policy Committee- None
- C. Bylaw Committee – None
- D. Technology Committee – Tech meeting held.
Tech plan to be updated. Went to old Library and determined what to keep, what to sell, and what to trash, of items still left in building.
- E. Finance Committee – Updated definitions and form submitted for approval and new wage increase effect on budget
Wage increase not needed. Definitions and format on form approved by Board under Unfinished Business Item A

XI. AGENDA ITEMS FOR MONDAY FEBRUARY 25, 2019 MEETING

- A. Strategic Plan process update
- B. Tech review of Policy on camera usage

XII. BOARD COMMENT

Chair read letter from City Manager to Board concerning request for payment of part of the ice-breaking system for roof. Board noted displeasure with the tone of the letter and its statements. Chair will write a response to City.

MOTION: “Approve payment of \$6482.50 dollars to City of Cedar Springs for support payment of purchase and installation of ice-breaking system on Library roof” made by Powell. second by Weidenfeller

Motion carried by voice vote per Chair Ayes 7, Nays 0.

XIII. ADJOURNMENT

MOTION: “Adjourn meeting” made by Stark, second by Owen

Motion carried by voice vote Ayes 7, Nays 0.

Meeting adjourned at 8:32 pm.

Next regular meeting scheduled for Monday, March 25, 2019, 7PM at the Library

Submitted by Secretary Owen 

Approved by Board on 2/25/19