MINUTES

CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING

TUESDAY
May 28, 2019

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 at 7:00 pm by Secretary Owen
Present: Owen, Babcock, King, Powell
Absent: Ellick, Stark, Weidenfeller
Quorum is present

II. PLEDGE OF ALLEGIANCE

Secretary Owen led Pledge

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

IV. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by King, second by Babcock
Motion carried by voice vote Ayes 4, Nays 0.

V. CONSENT AGENDA

A. Approval of the Minutes of the Board meeting of April 22, 2019
B. Approval of the Financial Report of April 2019

MOTION: "Approve consent agenda" made by Powell, second by King
Motion carried by voice vote Ayes 4, Nays 0.

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet
Display costs and site for donor recognition to be discussed.
Director provided information on another type of display for donor recognition.
No prices yet on ones the Board chose last meeting.
Summer reading program getting ready to start. Emails and hard copies being sent out to community. Electronic sign information updated. New coffee machine in Library. Received a $5000.00 donation. Artist whose picture is hanging in Library has published a book and will be discussing it in July.

VII. UNFINISHED BUSINESS

A. Approval of Collection Manager Asst job description

MOTION: "Approve corrected Collection Manager Asst job description" made by Babcock, second by King
Motion carried by voice vote Ayes 4, Nays 0.

B. Directors evaluation
Director did not request a closed session.
King led the Board in a review of the Boards evaluation.

C. Directors pay recommendation

MOTION: "Approve a 3% increase in pay for the Director effective July 1, 2019" made by King, second by Powell
Motion carried by voice vote Ayes 4, Nays 0.

VIII. NEW BUSINESS

A. No new business

IX. COMMITTEE REPORTS

A. Personnel Committee- Extending of service hours. Pay scale for next fiscal year
Extending hours is still under consideration. Need to ensure enough staff to operate the extra hours. Finance is still looking at what is affordable.
Pay scale is to be extended for the next couple of years. Will be ready for a vote at next meeting.
B. Policy Committee- None
C. Bylaw Committee – None
D. Technology Committee – None
E Finance Committee – None

X. AGENDA ITEMS FOR MONDAY JUNE 24, 2019 MEETING

A. Final selection of display types and sites for donor recognition
B. Pay scale
C. Budget amendments

XI. BOARD COMMENT

Babcock wishes to thank everyone for their work on the Trustee Manuals.
Owen passed out updated manuals. Asked everyone to go through it and if there are any questions please contact him asap so corrections can be made before next meeting.

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by King, second by Powell
Motion carried by voice vote Ayes 4, Nays 0.
Meeting adjourned at 7:32 pm
Next regular meeting scheduled for Monday June 24, 2019, 7PM at the Library
Submitted by Secretary Owen
Approved by Board 6/24/19