

## **MINUTES**

### **CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING**

**MONDAY  
DECEMBER 19, 2022**

**7:00 PM MEETING**

**CEDAR SPRINGS PUBLIC LIBRARY  
107 N Main Street, Cedar Springs, MI 49319**

#### **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**

Chair called the meeting to order at 7:00 pm

Present: Bob Ellick, Tony Owen, Becky Powell, Maryevelyn Vu, Karen Ringler, Heidi Armock,

Absent: Shelly Hilbert

Quorum present

#### **II. PLEDGE OF ALLEGIANCE**

Chair led the 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.

Mayor Pamela Conley requested to make a presentation to Louise King (recently past trustee) and Becky Powell (leaving trustee) for their service and years of being on the Library Board. Chair allowed this and pictures were taken. Mayor also had cake for after the meeting.

Supervisor Kevin Green from Algoma Township informed the Board that Algoma Township would like to enter discussions for library services from the Cedar Springs Public Library.

Letter from City of Cedar Springs to Algoma Township Supervisor Kevin Green was entered into the record per request of Trustee Armock.

Letter and email from City of Cedar Springs to Solon Township Supervisor Bob Ellick was entered into the record per request of Mayor Pamela Conley

#### **IV. APPROVAL OF THE AGENDA**

**MOTION:** "Approve agenda "made by Powell, second by Owen  
Motion carried by voice vote Ayes 6, Nays 0.

#### **V. CONSENT AGENDA**

- A. Approval of November 28, 2022, Meeting minutes
- B. Approval of November 2022 Financial report

**MOTION:** "Approve consent agenda" made by Owen, second by Vu  
Motion carried by voice vote Ayes 6, Nays 0.

#### **V. DIRECTOR'S REPORT**

Director's full report is part of Board packet  
Subaru dealership provided 30 books to the library. A generous donation has been received to be used in making the children's area more comfortable for children to use and the desks will be moved to another area to enhance teen usage  
By Law review was completed and Director recommends no changes be made.  
Director requests Board members help in getting new Friends of the Library

**MOTION:** "Approve Bylaws recommendation with next review by end of 2024"  
Made by Owen, second by Powell  
Motion carried by voice vote Ayes 6, Nays 0.

#### **VIII. UNFINISHED BUSINESS**

- A. None

#### **IX. NEW BUSINESS**

- A. Acceptance of Mark Dykstra as new Library Board trustee from the City of Cedar Springs  
Mark Dykstra not present. Mayor Pamela Conley informed Board he has taken oath of office with City Manager.

- B. Approval of renewal of Student restricted Library card policy

**MOTION:** "Approve renewal of Student restricted library card policy without termination date" made by Powell, second by Owen  
Motion carried by voice vote Ayes 6, Nays 0.

- C. Approval of renewal of Emergency Covid procedures

**MOTION:** "Approve continuation of procedures but refer to Policy committee"  
Made by Owen, second by Powell  
Motion carried by voice vote Ayes 6, Nays 0.

#### **X. COMMITTEE REPORTS**

- A. Personnel Committee - None
- B. Policy Committee - None
- C. Bylaw Committee - None
- A. Technology Committee - None
- D. Finance Committee - None

**XI. AGENDA ITEMS FOR MONDAY JANUARY 23, 2023, MEETING**

- A. Approval of budget adjustments
- B. Assignment by Chair of Strategic Plan committee

**XII. BOARD COMMENT**

Chair wishes to thank Powell and King for all the service they have given to the library.

Owen informed trustee's new manuals are being put together for those who need one.

Powell wishes to thank everyone for letting her serve on the Board and for all the help she has received.

Armock wanted letters made part of the public record

**XIII. ADJOURNMENT**

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

Motion approved by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:32 pm

Next regular meeting scheduled for Monday, January 23, 2023, 7:00 pm at the library.

Submitted by Secretary Owen

Approved by Board on 1/23/23

## City Manager

---

**From:** City Manager  
**Sent:** Tuesday, December 6, 2022 2:05 PM  
**To:** Bob Ellick - Solon Township Supervisor; clerk@solontwp.org  
**Subject:** Cedar Springs library budgetary support  
**Attachments:** Solon Twp funding letter.pdf

Mr. Ellick and Ms. Willoughby,

I have noticed that the Cedar Springs community library's budget is struggling to thrive as we had hoped when the new building opened in 2017. The City strongly believes in the value of the Library organization and we want it to support our communities to the best of its ability. This past year, the City increased its support of the Library from 0.88 mills to our current 1.22 mills, we felt that this was necessary to make up for some of the budgetary difficulties that the library had been facing. With this change however, the City and the Township's support for the Library is increasingly stark in its differences. The City's 1.22 mills to the Library are triple the Township's 0.4 mills, which results in the City paying approximately \$109K to the Library compared to the Township's \$83K. This is despite Township residents using 57% of the Library's services compared to City residents using 43% of those services.

I am asking that the Township Board consider increasing its support of the Library to match the City's contribution of 1.22 mills to help make the Library and its services top-notch for all of our residents, please provide a copy of the attached letter to the rest of the Board members and please add this to your next agenda for discussion or as a communication from the City. Hard copies to follow.

Thanks,

Mike Womack- City Manager  
City of Cedar Springs  
66 S Main St, Cedar Springs, MI 49319  
(616) 696-1330 x104  
City Hall Hours M-Th 7:30am to 5:30 pm





*Cherishing our Heritage  
Embracing our Future*

**City Manager's Office**

**Cedar Springs City Hall  
66 S. Main St. PO Box 310  
Cedar Springs, MI 49319**

**12-06-22**

**Supervisor Robert Ellick  
and the Solon Twp. Board  
15185 Algoma Ave. NE  
Cedar Springs, MI 49319**

**RE: Library Services funding**

Mr. Ellick,

The City of Cedar Springs has been grateful for the support that Solon Township has provided to the Cedar Springs Community Library, which Cedar Springs and Solon Residents have jointly used and enjoyed since early 2017.

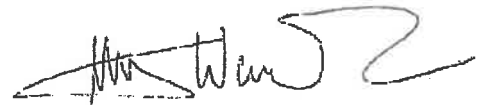
I acknowledge that the Library Services Agreement between the City and the Township states that Solon would provide funding "equivalent to four-tenths (4/10) mills based on the taxable value of property in the Township" to the library's yearly budget, but it was my understanding that the Township would gradually increase that funding level to match its citizens' use of the Library's resources. At the time of the original agreement, neither the City nor the Township knew what the costs or the usage of the new library would be and the 4/10 mills support from the Township was a guess as to what would be fair. At the time, the City of Cedar Springs was paying 0.88 mills to the Library, but the City has since increased the City's contribution to 1.22 mills to make up for some of the Library's budgetary shortcomings.

In 2022, the 6,500 residents of Solon Twp. used approximately 57% of the library's services and resources while the City's 3,600 residents used 43% of those services and resources. However, the City contributes \$109,300.00 to the library's budget while Solon Twp. only contributes \$83,264.00. This works out to the City's residents paying approximately \$30.14 per person while Township residents pay only \$12.82 per person for the same services. While I appreciate that this appears to be a great financial deal for Township residents, it is also a significant detriment to the Library's overall ability to provide high-quality services to both City and Township residents due to budgetary constraints.

The Cedar Springs City Council and I want to see our joint library thrive and provide the best possible service to all of the residents of both the City and the Township. I believe that goal requires more equitable funding from the Township, in support of the Library. As you go into your budget discussions for the 2023 fiscal year I am asking the Solon Township Board to increase its support

from the current 4/10 mills to match the City's 1.22 mills. I believe that this increase in funding will strongly support the Library's mission to provide Solon Township and the City of Cedar Springs with a superb public library that provides innovative programming, a robust collection and responsive services for library visitors.

Sincerely,



---

Mike Womack City Manager  
City of Cedar Springs  
66 S Main St, Cedar Springs, MI 49319  
[manager@cityofcedarsprings.org](mailto:manager@cityofcedarsprings.org)

---

66 S. Main Street P.O. Box 310 Cedar Springs, Michigan 49319-0310 [www.cityofcedarsprings.org](http://www.cityofcedarsprings.org)  
Phone 616.696.1330



*City Manager's Office*

**Cedar Springs City Hall  
66 S. Main St. PO Box 310  
Cedar Springs, MI 49319**

**11-29-22**

**Supervisor Kevin Green  
Algoma Township Office  
10531 Algoma Ave. NE  
Rockford, MI 49341**

**RE: Proposed Library Services**

Mr. Green,

At your request, I have enquired of my City Council members what they might be interested in concerning the possibility of allowing Algoma Township to join the Cedar Springs Library system as an alternative to your current arrangement with the Kent District Library (KDL). The following is a list of requirements that my various Council Members have indicated that would be willing to consider for any new membership to the City's library. While there may be room for movement on some of these, I do not believe that there would be any significant departures from what is listed below.

1. That Algoma would pay the same current rate as the City of Cedar Springs residents, being 1.22 Mills. That amount could be from a voted millage of the Algoma Township residents or the equivalent amount from the Township's General Fund.
2. Algoma must agree to also pay the Library other monies such as its penal fines and other State allocated aid (see MCL 397.31 et seq), same as what Solon Township pays.
3. That Algoma would either be allotted either no Board Members on the Library Board, or possibly a non-voting board member. If Solon Township were willing to renegotiate their contract with the City, that Algoma and Solon could share a minority of the Board membership.
4. The Township would need to agree to and agree to abide by the Library's professional materials selection and intellectual freedom policy for library materials and must agree to forgo any attempt at materials censorship, "book banning" or materials challenge, except through existing approved protocols.

5. The Township must undertake the task of obtaining a written statement from the Kent District Library indicating that the Kent District Library is OK with Algoma leaving their system and joining the Cedar Springs library system. As you are aware, the Cedar Springs Library and KDL are both members of the Lakeland Cooperative and we cannot allow this change to jeopardize that working relationship.

6. Other terms and conditions would be similar to those terms found in the Agreement for Library Services between Cedar Springs and Solon Township.

Please let me know if you have any thoughts questions or concerns that I can answer for you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Womack", with a stylized flourish at the end.

---

Mike Womack City Manager  
City of Cedar Springs  
66 S Main St, Cedar Springs, MI 49319  
manager@cityofcedarsprings.org