

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
NOVEMBER 27, 2023**

**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**

Meeting called to order by Smith  
Present: Tim Smith, Heidi Armock, Mark Dykstra, Tony Owen, Michelle Gritter,  
John Lehmoine, Ron Howell  
Absent: None  
Quorum present

**II. PLEDGE OF ALLEGIANCE**

Smith 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 to, or discuss, public comments unless the Chair approves. (Comments are not verbatim)  
1 oral comment no written comments

**IV. APPROVAL OF THE AGENDA**

**MOTION:** "Approve the agenda" made by Dykstra, second by Lehmoine,

**During discussion:**

**Motion:** " Approve including under new business as Item A made by Howell , second by Lehmoine

Motion carried by voice vote Ayes 7, Nays 0.

**Motion:** " Approve moving the item VII Election of officers to inserted after Item IV approval of agenda made by Smith, second by Howell, ~~second by Lehmoine~~

Motion carried by voice vote Ayes 7, Nays 0.

Dykstra, second by Lehmoine approved the changes in their motion to approve agenda  
Motion carried by voice vote Ayes 7, Nays 0

## **VII ELECTION OF OFFICERS**

### **A. Welcome of all new board members**

Smith welcomed new board members and turned the election over to Owen

### **B. Secretary runs election of Chair**

Owen opened the elections and requested nominations for the position of Board Chair:

Lehmoine nominated Smith for chair , second by Dykstra

Smith accepted nomination

No other nominations were presented

Owen closed the nominations for chair

Owen called for a vote for chair Ayes 7, Nays 0.

Owen announced a unanimous vote and congratulated Smith

Owen turned elections over to Smith for other officer positions

### **C. Chair runs elections of Vice Chair, Treasurer, Secretary**

Smith opened the nominations for the position of Board Vice Chair

Armock nominated Lehmoine for position of Vice Chair, second by Smith

Lehmoine accepted the nomination

No other nominations were presented

Smith closed the nominations

Smith called for a vote for the position of Vice Chair Ayes 7, Nays 0.

Smith opened the nominations for the position of Board Treasurer

Owen nominated Armock for the position of Treasurer, second by Lehmoine

Armock accepted the nomination

No other nominations were presented

Smith closed the nominations

Smith called for the vote for the position of Treasurer Ayes 7, Nays 0.

Smith opened the nominations for the position of Board Secretary

Lehmoine nominated Owen for the position of Board Secretary, second by Howell

Owen accepted the nomination

Armock nominated Howell for the position of Board Secretary, second by

Dykstra

Howell accepted the nomination

Smith called for the vote of Owen for position of Board Secretary Ayes 3, Nays 4

Smith called for the vote of Howell for the position of Board Secretary Ayes 4,  
nays 3

Smith announced Howell as the new Board Secretary

### **D. Chair assigns committee members**

Personnel and Compensation-Dykstra, Howell Gritter

Finance-Armock, Smith, Lehmoine

By-Laws-Lehmoine, Dykstra, Gritter

Policy-Lehmoine, L. Parks, Armock

Technology-Owen, N. Heinlier, L. Parks, ~~Armock~~-Lehmoine

Strategic Plan-tbd

Note: the following minutes submitted by new Secretary Howell

**V. CONSENT AGENDA**

A. Approval and affirming of October 23, 2023, meeting minutes

B. Approval of October 2023 Financial report prepared/submitted by City Motion by Lehmoine 2<sup>nd</sup> by Owen to approve October 2023 Minutes and Financial Report.

Voice Vote Ayes-7 Nays-0 Motion Passes

**VI DIRECTOR'S REPORT**

Holiday celebration success, winter programs done, ¾ done on Statistics report, new email accounts done shifting this week

**VII ELECTION OF OFFICERS (entire agenda item moved to a position after item IV approval of agenda but before item V Approval of Consent Agenda)**

**VIII. UNFINISHED BUSINESS**

A. Review of Attorney memo

Howell questioned the current staggered terms set by City and Township contract conflict with CSPL by-laws which grant 3-year terms for Township Directors and 5-year terms for City Directors. Owen explained since the Board starting over again there are staggered terms for all new Directors but as terms expire next appointment will be per by bylaws: 3 years for township appointees and 5 years for city appointees which continues the original staggered terms turnover. Question regarding when this opinion was approved. Owen said contract with attorney covers any and all questions about bylaws as approved by Board.

B. Approval of Posting Director Position with Library of Michigan

It was agreed the finance committee needs to review the budget for adequate funds for the position including possible increase in posted salary.

Motion by Owen to post the position at Library of Michigan because it will reach statewide with the understanding the position ad has not yet been finalized 2<sup>nd</sup> by Howell

Discussion- about where to post position LLCOOP, CSPL Web Site and others when since Personnel and Finance were reviewing the ad Agreed we need to move ASAP

Voice vote Ayes 7 Nays 0 Motion passes

Motion by to Amend position ad with salary before posting 2<sup>nd</sup>

Discussion-Committees haven't met yet

Voice Vote Ayes-3 Nays-4 Motion Failed

Letter from CJ Dawe dated November 27, 2023 was distributed to board which included Director Search assistance.

Staff was complimented about stepping up and keeping the library running without a director for many months while City and Township negotiated a new contract.

Discussion -about duties and hours of new Director. Personnel committee will review and report back and any recommended changes.

C. Review of new domain and email for Library

no further discussion, covered under acting director report

**IX. NEW BUSINESS**

A. Discussion of Budget

Howell noted with new contract Solon and City revenue accounts can be updated and offered to contact City and Solon treasurers to verify what budget numbers should be.

Motion by Smith 2<sup>nd</sup> by Lehmoine to approve Howell to contact City & Solon Treasurers for updated revenue numbers for budget per new contract  
Voice Vote yes-7 Nays-0 Motion passes

**X. COMMITTEE REPORTS**

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

**XI AGENDA ITEMS FOR MONDAY DECEMBER 18, 2023, MEETING**

Howell requested (a) Transparency on CSPL home page (b) Audit and expressed concern the Agreed Upon Procedures (AUP) contract will not meet State Library Law requires which is full audit each year It was noted former Chair made an exhaustive search of firms and none would take the work including the City. auditor and some estimates were \$20k-\$25k (c) generator-Howell offered to investigate without incurring any expenses and report back (d) lease with City (e) New Director-approve ad, where posted and salary  
Discussion-need to set up continuing education for Board members and review fee schedule

**XII. BOARD COMMENT**

Smith-looking forward to working with new board  
Armock-  
Lehmoine-thanked staff again  
Owen-could have an open house meet and greet board prior to January meeting  
Gritter-new to serving on a library board but will do her best  
Howell-excited about future and will continue to research issues and report back  
Dykstra-

**XIII ADJOURNMENT**

There being no further business to come before the Board the Chair declared the meeting adjourned at 8:21pm

**Meeting Attachments**

- Page 39 Section 4 Budget requirements from 2021 Public Library Financial Management Guide
- November 27, 2023 Letter from Carol J Dawe, Director, Lakeland Library Cooperative

Respectfully submitted by Secretary Howell *Paul M. Howell* 05 Dec 23

Board Approved \_\_\_\_\_ 22/JAN/24

Next regular meeting scheduled for Monday, December 18, 2023, 7:00 pm at the library.

## SECTION 4 BUDGET REQUIREMENTS

To comply with the Uniform Budgeting and Accounting Act, certain requirements must be met. The Michigan Department of Treasury's Uniform Budget Manual for Local Units of Government in Michigan and other additional information regarding the Budget Act may be obtained from the Michigan Department of Treasury's website at <https://www.michigan.gov/treasury>. The following budget requirements must be followed to comply with the Budget Act:

- Budget is adopted for all General and Special Revenue Funds, at a minimum (MCL 141.436)
- Public hearing is held on the budget
- The following information is included in the budget document for each of the budgeted funds:
  - Actual prior year (both revenue and expenditures)
  - Estimate of current year (both revenue and expenditures)
  - Proposed budget (both revenue and expenditures)
  - Amounts for contingencies, if appropriate
  - Amount of fund balance (deficit) accumulated from prior years and the estimated surplus or deficit expected in the current year
- A negative fund balance is not budgeted (beginning fund balance, plus budgeted revenues, less budgeted expenditures, does not equal a negative amount) (MCL 141.435 and 436)
- All expenditures are authorized in the budget
- The expenditures are equal to or less than amounts appropriated (MCL 141.437 and 438)
- The budget has been amended to allow expenditures more than the original appropriation

## SECTION 5 BUDGET TIMELINE

Each library needs to determine the timeline that works best for its situation. A small library may not need as much time as a larger library due to factors such as multiple levels of management, quantity of capital project needs, or number of personnel matters. The following is an example of a budget timeline:

TIMELINE	PROCESS
7 months prior to year-end	Library director (or designee) begins process - set management team's workshop sessions and submits data request to management team
6 months prior to year-end	Budget requests are received from departments and analyzed by management team and an initial preliminary budget is formed
5 months prior to year-end	Preliminary budget is prepared by management team and presented to library director
4 months prior to year-end	Budget committee or governing body meets in study session to review preliminary budget and make recommended changes, if necessary
2 months prior to year-end	Public hearing and final changes proposed
Prior to beginning of fiscal year	Governing body adopts budget by resolution (MCL 141.412)



# LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

November 27, 2023

Dear Members of the Board of the Cedar Springs Public (Community) Library,

I regret not being able to attend your board meeting in person. I am so pleased that you have completed your contract negotiations, and that library service will continue for the 10,123 residents of Cedar Springs and Solon Township. Because so many of you are new or relatively new to the board, I would like to offer my services to help in anyway needed. As one of the 11 Michigan cooperative directors, I am able to provide:

- Board and staff development and training
  - Roles and responsibilities of the board and officers
  - Open Meeting Act and Freedom of Information Act responsibilities and requirements
  - Understanding the existing laws and regulations that guide and govern Michigan public libraries.
- Bylaws, policy, and procedure reviews
  - Sample bylaws and policies
  - Review of current documents and explanation of best practices
- Director search assistance
  - According to the staff at the Library of Michigan, Cedar Springs would need to have a new director with at least a Level 3 certification in place by June 30, 2024, to meet the director requirement moving forward to qualify for state aid.
  - As I have done in the past, I can help with or lead this search working with the board and staff.
- Strategic and long-range planning
  - Data analyzing collections, staffing, and programming from similar sized and budgeted libraries so that you can empower staff to use the funding to best serve the users of the library.
  - Surveys and focus groups to hear directly from residents, staff, stakeholders, and the board.
  - Create a 3–5-year plan

I look forward to meeting and working with you as you move the library forward to better meet the needs of this vibrant and growing community.

Thank you again for your important service as a library trustee.

Sincerely,

*Carol J. Dawe*

Carol Dawe  
Director

*Lakeland Library Cooperative*

*We strengthen libraries through expertise, services, and shared resources for the benefit of communities and individuals.*

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