

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

September 21, 2016

- I. **Call to Order of the Public Hearing** – On a motion from Mr. Gibson and seconded by Ms Pugh the public hearing of the Board of Trustees of the Clinton-Macomb Public Library on the 2016-17 budget was called to order at 6:34 p.m., September 21, 2016 in the Board Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Peter Ruggirello.

A quorum was present, including the following: Barbara Brown; Michael Deyak; Fred Gibson, Jr.; Elizabeth Pugh; Peter Ruggirello; Camille Silda Sharon Zielinski (via telephone); and ex-officio member Larry Neal.

Trustee Michael Lotito was excused.

There were no guests in attendance.

On a motion from Mrs. Silda and seconded by Ms Pugh the proposed preamble and resolution for the proposed budget for fiscal year 2016-17 were approved on a unanimous roll call vote.

- II. **Adjournment** – On a motion from Mr. Gibson and seconded by Ms Pugh the public hearing was adjourned at 6:47 p.m.

- III. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:48 p.m., September 21, 2016 in the Board Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Peter Ruggirello.

A quorum was present, including the following: Barbara Brown; Michael Deyak; Fred Gibson, Jr.; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Sharon Zielinski (via telephone); and Ex-officio Larry Neal.

Trustee Michael Lotito was excused.

There were no guests in attendance.

- IV. **Adoption of the Agenda** – On a motion from Ms Pugh and seconded by Mr. Gibson the Agenda was adopted moving Other Business Item IX. I Renewal of the Library Director's Employment Agreement to follow item IX. F.

- V. **Consent Agenda** – On a motion from Ms Pugh and seconded by Mr. Gibson the Consent Agenda items were approved/received and filed:

- August 17, 2016 board meeting minutes
- August 2016 treasurer's report
- Letter from Macomb ISD regarding donation of Kids on the Block puppets

- Annual letter from library director requesting annual evaluation be done in closed session
- Letter for public notice of budget hearing
- Letter to Maria and Josh Schoonover notifying of donation
- Letter thanking Susan Thornton for donation
- Letter to Maria and Josh Schoonover notifying of titles
- September 2016 *Library Matters Monthly*
- September-December 2016 *Library Matters*
- September 2016 *Tips for Top Notch Teachers*
- Fall Friends of CMPL *Bookbinder*
- Updated 2016 Planning Calendar
- Customer comment cards
- Press coverage

VI. **Presentations** – There were no presentations.

VII. **Public Comment** – There were no members of the public present.

VIII. **Reports** –

Finance and Audit Committee – On a motion from Mrs. Brown and seconded by Mrs. Silda the August checks totaling \$266,805.17 and electronic payments totaling \$249,591.46 were approved.

On a motion from Mrs. Brown and seconded by Mrs. Silda the August South Branch bond fund checks totaling \$675.00 were approved.

On a motion from Mrs. Silda and seconded by Mrs. Brown the Board authorized the deposit with the Burgeon Group in the partially out-of-budget amount of \$67,000 for the South Branch early literacy feature, puppet walls and partition walls upon final review by the library's legal counsel.

On a motion from Mr. Gibson and seconded by Mrs. Brown the Board authorized the purchase of replacement CCTV systems for the Main Library totaling \$37,757.69 and North Branch totaling \$16,236.69 from Act Now! Alarm and SHI.

Library Director – The meeting between Mr. Ruggirello, Mr. Lotito, Mrs. Silda, Mr. Neal and Janet Dunn, Macomb Township Supervisor, was discussed. Mr. Neal expects to complete the financial forecast and branch review options as part of the strategic plan update in the next two months. The report was received, reviewed and filed.

IX. Other Business –

2017 Planning Calendar – On a motion from Mrs. Brown and seconded by Ms Pugh the 2017 Planning Calendar was approved as presented.

2017 Action Plan – On a motion from Mrs. Silda and seconded by Ms Pugh the 2017 Action Plan was approved as presented.

Proposed policy updates – On a motion from Mr. Gibson and seconded by Mrs. Brown the changes to CIRC-2 Checkout policy, CUS-2 Code of Conduct policy, GOV-3 Hours of Service policy, and MGT-2 Records Retention policy were approved as presented. The GOV-3 policy will go into effect on January 1, 2017.

Election of Nominating Committee – On a motion from Ms Pugh and seconded by Mr. Deyak the following members were elected to the Nominating Committee: Mr. Gibson (Chair), Mrs. Brown and Mrs. Silda.

Tenant Leases and Library Director's Annual Evaluation – On a motion from Mr. Deyak and seconded by Mr. Gibson the Board entered into closed session as requested by Mr. Neal at 7:48 p.m. on a unanimous roll call vote for the purpose of discussing a potential tenant lease and the director's annual evaluation.

Mr. Neal left the meeting at 8:15 p.m.

Mr. Neal rejoined the closed session at 8:25 p.m.

On a motion from Mr. Deyak and seconded by Mr. Gibson the Board returned to open session at 8:34 p.m.

The Board commended Mr. Neal for his excellent performance over the past year, including his role as past-president of the Public Library Association and for raising the profile of the library on a national scale. On a motion by Mr. Deyak and seconded by Ms Pugh, the Board approved a \$7,500 bonus and renewal of the Library Director's Employment Agreement through October 1, 2017 for Mr. Neal.

On a motion from Mr. Gibson and seconded by Ms Pugh the request for the use of the South Branch lease space by the Clinton Township Goodfellows for the "No Child without a Christmas" program was approved contingent upon ensuring the proper insurance coverage is in place.

On a motion from Mr. Deyak and seconded by Ms Pugh the exclusive leasing agreement extensions for the North Branch and South Branch with L. Mason Capitani were approved as presented.

- X. **Adjournment** – On a motion from Mr. Deyak and seconded by Ms Pugh the meeting was adjourned at 8:43 p.m.

Approved: October 19, 2016
Elizabeth Pugh, Secretary