

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

August 16, 2017

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:50 p.m., August 16, 2017 in the Meeting Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Michael Lotito.

A quorum was present, including the following: Barbara Brown; Cheryl Cannon; Fred Gibson, Jr.; Michael Lotito; Elizabeth Pugh; Camille Silda (via telephone); Amy Wille and Ex-officio Larry Neal.

Trustee Peter Ruggirello was excused.

Guest Anne Seurnyck of Foster Swift Collins and Smith, PC was in attendance via telephone.
- II. **Adoption of the Agenda** – On a motion from Mrs. Brown and seconded by Mrs. Cannon the Agenda was adopted as presented.
- III. **District Library Agreement update** – Mrs. Seurnyck reviewed the provisions of the proposed restatement and amendment of the agreement. Mrs. Seurnyck left the meeting at 7:23 p.m.
- IV. **Approval of Consent Agenda Items** – On a motion from Mrs. Brown and seconded by Mrs. Cannon the Consent Agenda items were approved/received and filed:
 - July 19, 2017 board meeting minutes
 - July 2017 treasurer's report
 - Updated GOV-4 Library Board bylaws
 - Updated board committee assignments
 - Letter to Rosie Nebel notifying of donation
 - Letter to Karen Meyer and book club regarding donation
 - Letter banning Aubry Carr due to conduct
 - Letter banning man named Keith due to conduct
 - August 2017 *Library Matters Monthly*
 - *Library Matters for Staff*
 - 2nd grade outreach – story tellers brochure
 - 3rd grade outreach – True 25 brochure
 - ConnectED Utica Community Schools flyer
 - Customer comment cards
 - Press coverage
- V. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Ms Pugh the July checks totaling \$159,906.82 and electronic payments totaling \$229,927.81 were approved.
- VI. **Public Comment** – There were no members of the public present.

VII. **Presentations** – None.

VIII. **Reports** –

Finance and Audit Committee – On a motion from Mrs. Brown and seconded by Mr. Lotito the Board authorized the purchase of virtual server hardware and software in an amount not to exceed \$165,000 contingent upon final mutual approval by Mr. Lotito and Mr. Neal.

On a motion from Mrs. Brown and seconded by Mrs. Cannon the Board authorized Mr. Neal to hire Andrews, Hooper, Pavlik PLC for the 2016-17 fiscal year audit provided that Mr. Neal feels any fee increase is in line with previous years.

Director's Evaluation Committee – Mr. Gibson will be sending links to the online survey form shortly.

Library Director – The report was received, reviewed and filed.

IX. **Other Business** –

Resolution on the retirement of Fran Piwonski – On a motion from Mrs. Cannon and seconded by Mr. Gibson the following resolution was approved:

“Whereas, Fran Piwonski was hired as a Part-Time Library Assistant on July 31, 2000, and

Whereas, Fran has been described over the years as, “unfailingly polite with all customers,” “has an eagle-eye for detail,” “always willing and eager to learn new parts of her job,” “always does great work,” “someone who can be counted on to do a great job,” “talented and smart,” “positive and easy to be around,” and “reliable and loyal,” and

Whereas, Fran always tried to meet situations or problems with an open mind and how they might be resolved, and

Whereas, Fran will be greatly missed by the Library Board, staff, volunteers and customers alike for her excellent customer service,

Therefore, be it resolved that the Board of Trustees of the Clinton-Macomb Public Library extends its sincere gratitude and appreciation for Fran’s service over the past seventeen years, and wishes her good health and great happiness in her retirement.”

Permission for Clinton Township Goodfellows to use South Branch lease space – Mrs. Cannon disclosed that she is a member of the Clinton Township Goodfellows. On a motion from Mr. Gibson and seconded by Ms Pugh permission was granted for the Goodfellows to use the South Branch lease space for the “No Child without a Christmas” project between November 17 and December 17, 2017 contingent upon providing proof of insurance coverage to Mr. Neal.

- X. **Adjournment** – On a motion from Mrs. Cannon and seconded by Ms Pugh the meeting was adjourned at 8:10 p.m.

Approved: September 20, 2017
Elizabeth Pugh, Secretary