

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

October 25, 2017

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:35 p.m., October 25, 2017 in the Meeting Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Peter Ruggirello.
- A quorum was present, including the following: Cheryl Cannon; Fred Gibson, Jr.; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Amy Wille and Ex-officio Larry Neal.
- Trustees Barbara Brown and Michael Lotito were excused.
- II. **Adoption of the Agenda** – On a motion from Mrs. Silda and seconded by Mr. Gibson the Agenda was adopted as amended to add item “IV. V. September 20, 2017 closed session meeting minutes.”
- III. **Presentations by firms bidding on architectural and engineering services for the new North Branch** – Stephen Smith, Galina Mihaylova and Lauren Christenson joined the meeting at 6:49 p.m. and presented an overview and proposal from TMP Architecture. They left the meeting at 7:46 p.m.
- James Mumby and Ann Dilcher joined the meeting at 7:55 p.m. and presented an overview and proposal from Quinn Evans Architects. They left the meeting at 8:50 p.m.
- On a motion from Mr. Gibson and seconded by Mrs. Wille the Board authorized Mr. Neal to negotiate a contract with Quinn Evans Architects for architectural and engineering services for the new North Branch contingent upon the donation of land by Macomb Township and subject to review by the library’s attorney and final approval by the Library Board.
- IV. **Approval of Consent Agenda Items** – On a motion from Mrs. Silda and seconded by Mrs. Wille the Consent Agenda items were approved/received and filed:
- September 20, 2017 board meeting minutes
 - September 29, 2017 building committee minutes
 - September 2017 treasurer’s report
 - Approved 2017-18 fiscal year budget
 - Approved 2018 planning calendar
 - Approved 2018-2020 strategic plan
 - Letter from Michigan Department of Human Services thanking for use of room and staff service
 - Letter to Beth Ann Seyda regarding donation
 - Letter notifying Carol Squillace of donation
 - Warning to Koss Farms Association regarding conduct

- Letter to owner of vehicle being parked overnight at North Branch
- Banning of Brian Traskos due to conduct
- Banning of customer due to bed bugs
- Audit engagement letter for fiscal year 2016-17
- Letter to Wireline Competition Bureau regarding future E-Rate funding
- September 2017 *Library Matters for Staff*
- October 2017 *Library Matters Monthly*
- October 2017 *CMPL Digital Download*
- Fall 2017 *Friends of CMPL Bookbinder*
- Customer comment cards
- Press coverage
- September 20, 2017 closed session meeting minutes

V. **Approval of Monthly Bills** – On a motion from Mrs. Silda on behalf of the Finance and Audit Committee the September checks totaling \$256,633.99 and electronic payments totaling \$559,655.16 were approved.

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

At 9 p.m. the library closed to the public. Signs were posted on the front doors indicating that anyone wishing to join the meeting could do so by going to the east exterior meeting room door where the meeting was being held. A note on the east exterior meeting room door was posted to designate it as the access point for the meeting.

VII. **Presentations** – None.

VIII. **Reports** –

Finance and Audit Committee – On a motion from Mrs. Silda on behalf of the Finance and Audit Committee the out of budget expenditure request in the amount of \$7,698 to hire Library Design Associates to cut down 26 shelving units and end panels and related work was approved.

Library Director – The Board confirmed that speaking engagements on personal time for honoraria by the Library Director would not be considered outside employment requiring written consent by the Board.

Mrs. Cannon provided a written report of the sessions and keynote speaker presentations she attended at the Michigan Library Association Conference.

The reports were received, reviewed and filed.

IX. **Other Business** –

District Library Agreement Third Amendment and Restatement – Mr. Ruggirello and Mr. Neal will set up appointments to meet with each township supervisor regarding the proposed third amendment and restatement. On a motion from Mrs. Silda and seconded by Ms Pugh the following resolution was approved:

WHEREAS, pursuant to the terms of the District Library Establishment Act, 1989 PA 24, MCL 397.171 *et seq* (“DLEA”), the Charter Township of Clinton and the Chippewa Valley Schools (“School District”), both located in Macomb County, Michigan, originally established the Clinton-Chippewa Valley District Library (“District Library”) by agreement dated March 16, 1992 (“Original District Library Agreement”); and

WHEREAS, in 1997, the District Library desired to add Macomb Township as a participating member in the District Library; therefore, the parties approved the Amendment to the Original District Library Agreement dated May 12, 1997 to accomplish this (“First Amendment”); and

WHEREAS, also pursuant to the First Amendment, the District Library’s name was changed to the Clinton-Macomb Public Library and the Library Board’s composition was modified to allow Macomb Township to appoint two members; and

WHEREAS, later in 1997, the School District withdrew from the District Library because Macomb Township and the Charter Township of Clinton contain the entire territory of the School District (“Second Amendment”); and

WHEREAS, Macomb Township, the Charter Township of Clinton, and the Clinton-Macomb Public Library desire to further amend the Original District Library Agreement, as amended by the First and Second Amendments (“District Library Agreement”), to clarify the appointment process and to update provisions of the Original District Agreement, as amended; and

WHEREAS, the Charter Township of Clinton, Macomb Township and the District Library desire to enter into this Third Amendment to the Original District Library Agreement, as amended by the First and Second Amendments, for the health, safety and welfare of its residents.

NOW THEREFORE, BE IT RESOLVED by the Library Board of the Clinton-Macomb Public Library as follows:

1. The Clinton-Macomb Public Library has determined that it is necessary and in the best interests of the public to amend the District Library Agreement to clarify the process for appointment and update the provisions of the District Library Agreement pursuant to the DLEA.
2. To that end, Clinton-Macomb Public Library approves the Third Amendment to the District Library attached as an Exhibit 1 to this Resolution.
3. The Clinton-Macomb Public Library authorizes the Board President and/or the Secretary to execute and deliver the Third Amendment and to execute and deliver any other

certificates or documents as may be required by the Library of Michigan.

4. The Clinton-Macomb Public Library also authorizes the Board President and/or the Secretary to execute the Restated District Library Agreement attached as Exhibit A to the Amendment.
5. The Clinton-Macomb Public Library authorizes the Board President to approve any non-substantive changes to the Third Amendment or the Restated District Library Agreement, or changes required by the Library of Michigan or State Librarian, if required before the Third Amendment is approved by the State Librarian.
6. All resolutions or motions and parts of resolutions or motions in conflict with this resolution are hereby repealed to the extent of such conflict.

Resolution on the transition of Emily Kubash – On a motion from Mrs. Cannon and seconded by Ms Pugh the following resolution was approved:

“Whereas, Emily Kubash was hired fresh out of library school to work at the old Main Library in the shopping center as one of CMPL’s first full-time Youth Librarians starting on March 29, 1999, and

Whereas, Emily was promoted to North Branch Manager on August 4, 2003 and then moved to the Head of Popular Materials Department in 2009, and

Whereas, 97.32% of the materials Emily purchased in the 2015-16 fiscal year were checked out, and

Whereas, Emily oversaw the smooth acquisition and transition of the Macomb Library for the Blind and Physically Handicapped @ CMPL in 2011, and

Whereas, Emily helped greatly increase CMPL’s responsiveness to deliver in-demand titles through managing the library’s Rapid Response budget,

Whereas, Emily has been described as “one of the most pleasant and considerate staff members,” “collegial and collaborative,” “a great member of the team,” “thoughtful and prepared,” “well respected,” “happy to take the initiative,” and “has handled difficult customers with grace beyond her years (2001),”

Therefore, be it resolved that the Board of Trustees of the Clinton-Macomb Public Library extends its sincere gratitude and appreciation for Emily’s service over the past eighteen and a half years, and wishes her good health and great happiness professionally and personally as she moves back to west Michigan and begins a new chapter in her life.”

- X. **Adjournment** – On a motion from Mrs. Silda and seconded by Ms Pugh the meeting was adjourned at 9:50 p.m.

Approved: November 15, 2017
Elizabeth Pugh, Secretary