

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

November 28, 2018

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 5:35 p.m., November 28, 2018 in the Board Room, 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; Peter Ruggirello; Camille Silda; Amy Wille; and Ex-officio Larry Neal.
- Trustee Elizabeth Pugh was excused.
- There were no guests in attendance.
- II. **Adoption of the Agenda** – On a motion from Mrs. Silda and seconded by Mrs. Cannon the agenda was adopted as presented.
- III. **Approval of Consent Agenda Items** – On a motion from Mrs. Brown and seconded by Mrs. Silda the Consent Agenda items were approved/received and filed:
- October 17, 2018 board meeting minutes
  - October 2018 treasurer's report
  - Letter to Wei-Wei Chang regarding donation
  - Letter to Westgrove Estates Condo Association regarding donation
  - Letter from the State Librarian approving the restated district library agreement
  - Letter to Clinton Township regarding the approved restated district library agreement
  - Letter to Macomb Township regarding the approved rested district library agreement
  - Letter banning minor customer
  - Letter banning minor customer
  - Letter to Clinton Township Police regarding In-service Day training
  - November 2018 *Library Matters Monthly*
  - October 2018 *Library Matters Monthly for Staff*
  - October 2018 *Digital Download*
  - November 2018 *Tips for Top Notch Teachers*
  - Customer comment cards
  - Press coverage
- IV. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Mrs. Cannon the October checks totaling \$261,904.08 and electronic payments totaling \$246,939.68 were approved.

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

VI. **Reports** –

*Library Director* – On a motion from Mrs. Brown and seconded by Mrs. Silda the Board extended its congratulations to Jamie Morris, the Head of Community Relations, Marketing and Development, for receiving the Public Relations Society of America’s Nancy Skidmore Award. The report was received, reviewed and filed.

VII. **Other Business**

Mrs. Wille joined the meeting at 5:48 p.m.

*Proposed 2017-18 fiscal year budget amendment* – On a motion from Mrs. Brown and seconded by Mrs. Silda the 2017-18 fiscal year budget amendment was approved as presented.

*OCLC Wise* – Mr. Neal shared a memo outlining his decision not to accept OCLC’s offer to become the third early adopter library in the U.S. of the forthcoming OCLC Wise community engagement system.

*New North Branch update* – On a motion from Mrs. Silda and seconded by Mrs. Wille, the Board authorized Mr. Neal to authorize Quinn Evans Architecture to complete the design development, construction documents and MDEQ permit application phases of the new North Branch library.

On a motion from Mrs. Wille and seconded by Mrs. Silda the Board asked Mr. Lotito to send a letter to the Macomb Township Board thanking them for the donation of 7.581 acres of land for the new North Branch Library.

*Director’s Annual Evaluation* – On a motion from Mrs. Silda and seconded by Mr. Gibson the Board entered into closed session as requested by Mr. Neal at 6:27 p.m. on a unanimous roll call vote for the purpose of discussing the director’s annual evaluation.

Mr. Neal left the meeting at 6:28 p.m.

Mr. Neal rejoined the closed session at 6:50 p.m.

On a motion from Mrs. Silda and seconded by Mr. Ruggirello the Board returned to open session at 7:05 p.m.

Mr. Ruggirello left the meeting at 7:07 p.m.

On a motion by Mrs. Wille and seconded by Mrs. Brown, the Board approved a \$7,500 bonus and renewal of the Library Director’s Employment Agreement with Mr. Neal through December 1, 2019 as amended to increase his monthly car allowance by \$100.

VIII. **Adjournment** – On a motion from Mrs. Brown and seconded by Mrs. Wille the meeting was adjourned at 7:22 p.m.

Approved: December 19, 2018  
Cheryl Cannon, Acting Secretary