

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

October 23, 2019

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:34 p.m., October 23, 2019 in the Board Room, 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Michael Lotito. The acting secretary was Amy Wille.

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.

Guest Aaron Phillips from McCarthy & Smith was in attendance via telephone.

- II. **Adoption of the Agenda** – On a motion from Mrs. Silda and seconded by Mr. Gibson the agenda was adopted as presented.
- III. **New North Branch update** – Mr. Phillips provided an update regarding progress towards obtaining the building permit, the project timeline and the results of the re-bid for the concrete package. Mr. Phillips left the meeting at 7:03 p.m.
- Mr. Neal will send a project update letter to the Macomb Township board members noting the anticipated mobilization date of November 18, anticipated grand opening in June 2021 and confirming the remaining milestones that involve the various township department heads to obtain the full building permit.
- IV. **Approval of Consent Agenda Items** – On a motion from Mrs. Cannon and seconded by Mrs. Wille the Consent Agenda items were approved/received and filed:

- September 18, 2019 budget hearing minutes
- September 18, 2019 board meeting minutes
- September 2019 treasurer's report
- 2019-20 fiscal year approved budget
- 2020 planning calendar
- October 2019 *Library Matters Monthly*
- October 2019 *Digital Download*
- September 2019 *Tips for Top Notch Teachers*
- Letter from Suburban Library Cooperative regarding hosting of workshop
- Letter to Macomb County Heritage Alliance regarding donation
- Letter to Terri and Kenn Turrell regarding donation
- Letter to McLaughlin family regarding MLBPH@CMPL donation

- Letter to Ida Varani regarding MLBPH@CMPL donation
- Letter to Linda Lemieur regarding donation
- Letter to Charlotte Miller notifying of donation
- Letter banning minor customer due to conduct
- Customer comment cards
- Press coverage

- V. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Mrs. Silda the September checks totaling \$279,952.00 and electronic payments totaling \$636,358.07 were approved.

On a motion from Mrs. Brown and seconded by Mrs. Silda the new North Branch bond fund checks totaling \$397,921.27 and electronic payments totaling \$60.00 were approved.

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

- VII. **Reports** –

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

- VIII. **Other Business** –

Approval of new and updated policies and guidelines – On a motion from Mrs. Silda and seconded by Mrs. Wille the board approved the following updated/new policies, guidelines and bylaws as presented:

- CIRC-1 – Library Card Policy
- CIRC-2 – Checkout Policy
- CUS-2 – Code of Conduct Policy
- CUS-4 – Unattended Children Policy
- GOV-1 – Library Establishment Policy
- GOV-3 – Hours of Service Policy
- GOV-4 – Library Board Bylaws
- GSV-1 – Library Sponsored and Co-Sponsored Programs in the Library Policy
- GSV-2 – Community Presentations Policy
- GSV-5 – 3D Printer Policy
- INF-1 – Materials Selection Collection Development Policy
- INF-2 – Information Services Policy
- INF-3 – Website Policy
- INF-4 – Internet Access, Use and Safety Policy
- MGT-1 – Confidentiality of Library Customer Records Policy
- MGT-4 – Investment Policy
- MGT-4 – Investment Guidelines
- MGT-7 – Reconsideration of Library Materials Guidelines
- MGT-7 – Reconsideration of Library Materials Form
- MGT-8 – Temporary Closures Policy

- MGT-10 – Meeting Room Use Policy
- MGT-11 – Study Room Use Policy
- MGT-14 – Media Relations Policy
- MGT-18 – Fund Balance Policy
- MGT-19 – Health Emergency Assistance Policy
- BENA-2 – Deferred Compensation Policy (becomes BENR-11)
- BENA-3 – Flexible Spending Policy (becomes BENR-12)
- BENR-1 – Health Insurance Policy
- BENR-2 – Pension Policy
- BENR-3 – Vacation Policy
- BENR-4 – Sick Leave Policy
- BENR-7 – Leaves of Absence Policy
- BENR-8 – Disability Insurance Policy
- GEN-2 – Definitions
- PAY-1 – Wage and Salary Administration Policy
- Pay-5 – Emergency Closing Policy
- WORK-11 – Reporting Misconduct Policy

and the following guidelines and policy as amended:

- MGT-3 – Financial Guidelines
- BENR-5 – Bereavement Policy.

The new, proposed MGT-13 – Purchasing Policy will be revised and presented at the November 20, 2019 regular board meeting for approval.

Resolution on retirement of Ellen McNally – On a motion from Mrs. Brown and seconded by Mrs. Wille the board approved the following resolution in honor of Mrs. McNally:

“Whereas, Ellen McNally was hired as an hourly substitute Library Assistant on June 3, 2002; promoted to hourly Substitute Librarian on August 8, 2002; and promoted to full-time Librarian on August 4, 2003; and

Whereas, Ellen brought extensive experience in travel and computer instruction and a Master of Arts in Education with a Major in Instructional Technology from Wayne State University which she used to develop collections and programs at the Clinton-Macomb Public Library, and

Whereas, Ellen was professionally and permanently certified by the Library of Michigan on April 3, 2008, and

Whereas, Ellen received many favorable comments over the years in her annual reviews by her supervisor:

“She always makes the effort to go the extra mile when assisting customers or colleagues.”

“Ellen is integral to the success of the department.”

“Ellen is a pleasure to have on staff.”

“Ellen continues to display leadership qualities and superior organizational skills. She is always even tempered, easy going, and flexible.”

Whereas, Ellen noted in her self-evaluation, “I love my job” and always exhibited that enthusiasm and positive attitude even during the fiscally challenging years for the library, and

Whereas, Ellen was the Chair of the In-Service Day Committee in 2007 and 2015 as well as a member of the Intranet Committee, Overdrive Selection Committee and Safety Task Force, and

Whereas, Ellen was elected to the Reference Division of the Michigan Library Association in 2004, and

Whereas, the library’s travel collection under Ellen’s management was described as “the biggest and the best” by Library Board Trustee and extensive traveler Barbara Brown,

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

Resolution on transition of Juliane Morian – On a motion from Mrs. Silda and seconded by Mrs. Cannon the board approved the following resolution in honor of Mrs. Morian:

“Whereas, Juliane Morian was hired as a full-time librarian on November 12, 2001; was promoted to CMPL’s first Head of Electronic Services on March 24, 2003; was promoted to Associate Director/UX on January 21, 2008; and

Whereas, Juliane leveraged her Master of Science in Information with a specialization in Human Computer Interaction from the University of Michigan to incorporate user-centered design for all library services ranging from the self-checkout station screens to millage information brochures; and

Whereas, Juliane was a key leader of CMPL’s team to successfully:

- Migrate to the Polaris integrated library system in 2002
- Open the Main Library in 2003
- Sustain operations and staff morale throughout the Great Recession
- Open the “new” South Branch in 2014
- Pass a supplemental millage in 2014
- Meet the White House’s ConnectEd Library Challenge as one of 60 libraries nationally in 2015
- Become a Macomb County Closed Point of Dispensing in case of an emergency in 2016
- Launch the Innovative Items Collection in 2017; and

Whereas, Juliane is a highly respected leader at the local, state and national levels for her accomplishments as (just to name a few):

- Public Library Association (PLA) Conference Program Subcommittee (member for the 2016 and 2018 conferences; chair for the 2020 conference)
- Fellow of the first PLA Leadership Academy in 2013

- Michigan Library Association (MLA) 2019 Annual Conference chair
- MLA board member (2017-2020); and

Whereas, there is not enough paper to recognize the contributions large and small that Juliane, a consummate professional with a perpetually positive and proactive approach, has made to CMPL to make it a highly valued, respected, appreciated and essential service for the residents of Clinton Township and Macomb Township;

Therefore, be it resolved that the Board of Trustees of the Clinton-Macomb Public Library extends its sincere gratitude and appreciation for Juliane's service over the past eighteen years, and wishes her all the best as the next director of the Rochester Hills Public Library."

2018-19 fiscal year audit – On a motion from Mr. Ruggirello and seconded by Mrs. Cannon the board authorized Mr. Neal to hire Andrews, Hooper, Pavlic, PLC for the 2018-19 fiscal year audit.

- IX. **Adjournment** – On a motion from Mrs. Cannon and seconded by Mrs. Brown the meeting was adjourned at 8:34 p.m.

Approved: October 23, 2019
Amy Wille, Acting Secretary