

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

November 20, 2019

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 5:39 p.m., November 20, 2019 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; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Amy Wille; and Ex-officio Larry Neal.
- There were no guests in attendance.
- II. **Adoption of the Agenda** – On a motion from Mrs. Silda and seconded by Mrs. Brown 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 23, 2019 board meeting minutes
 - October 2019 treasurer's report
 - November 2019 *Library Matters Monthly*
 - November 2019 *Digital Download*
 - New North Branch update letter to Macomb Township and Clinton Township
 - Letters banning unidentified customers
 - Approved service policy, bylaws and guidelines updates:
 - o CIRC-1 – Library Card Policy – AS AMENDED
 - o CIRC-2 – Checkout Policy
 - o CUS-2 – Code of Conduct Policy
 - o CUS-4 – Unattended Children Policy
 - o GOV-1 – Library Establishment Policy
 - o GOV-3 – Hours of Service Policy
 - o GOV-4 – Library Board Bylaws
 - o GSV-1 – Library Sponsored and Co-Sponsored Programs in the Library Policy
 - o GSV-2 – Community Presentations Policy
 - o GSV-5 – 3D Printer Policy
 - o INF-1 – Materials Selection Collection Development Policy
 - o INF-2 – Information Services Policy
 - o INF-3 – Website Policy – Change to Website Accessibility Policy
 - o INF-4 – Internet Access, Use and Safety Policy
 - o MGT-1 – Confidentiality of Library Customer Records Policy
 - o MGT-3 – Financial Guidelines – AS AMENDED
 - o MGT-4 – Investment Policy

- MGT-4 – Investment Guidelines – AS AMENDED
- MGT-7 – Reconsideration of Library Materials Guidelines – AS AMENDED
- 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
- Approved new and updated personnel policies:
 - BENR-1 – Health Insurance Policy
 - BENR-2 – Pension Policy
 - BENR-3 – Vacation Leave Policy
 - BENR-4 – Sick Leave Policy
 - BENR-5 – Bereavement Leave Policy
 - BENR-7 – Leaves of Absence Policy
 - BENR-8 – Disability Insurance Policy
 - BENR-11 (was BENA-2) – Deferred Compensation Policy
 - BENR-12 (was BENA-3) – Flexible Spending Account Policy
 - GEN-2 – Definitions
 - PAY-1 – Wage and Salary Administration Policy
 - Pay-5 – Emergency Closing Policy
 - WORK-11 – Reporting Misconduct Policy
- Customer comment cards
- Press coverage

IV. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Mrs. Silda the October checks totaling \$195,596.03 and electronic payments totaling \$268,540.16 were approved.

On a motion from Mrs. Brown and seconded by Mrs. Wille the new North Branch bond fund checks totaling \$44,907.15 and electronic payments totaling \$95,416.78 were approved.

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

VI. **Reports** –

Library Director – Mr. Neal has been nominated as a candidate for the American Library Association Executive Board. The report was received, reviewed and filed.

VII. **Other Business** –

Award of rebid concrete contract – On a motion from Mrs. Cannon and seconded by Mrs. Wille the board awarded the rebid packet #105 Concrete to McCarthy Construction Company (no relation to McCarthy & Smith) in the amount of \$337,800.

Appointment of legal counsel – On a motion from Mrs. Brown and seconded by Ms Pugh the board approved retaining Daniel Bernard, Tom Colis, Michael Nickerson, Peter Peacock and Anne Seuryneck as the library's legal counsel through December 31, 2020.

Fiscal year 2018-19 budget amendment – On a motion from Mrs. Cannon and seconded by Mrs. Silda the board approved the proposed 2018-19 fiscal year budget amendment as presented.

Millage renewal – Mr. Neal will contact Tom Colis to prepare the ballot language for the renewal of the expiring millage.

Permission to serve alcohol – On a motion from Ms Pugh and seconded by Mrs. Wille the board authorized Mr. Neal to serve wine at the Rotary Club Board meeting at the library on January 7, 2020.

Director's annual evaluation – On a motion from Mrs. Cannon and seconded Mrs. Brown and on a unanimous roll call vote, the board entered into closed session at 6:19 p.m. upon the library director's standard written request for the purpose of conducting his annual evaluation.

On a motion from Mr. Ruggirello and seconded by Ms Pugh the board returned to open session at 6:54 p.m.

The board commended Mr. Neal for his excellent performance and loyalty over the past year. On a motion from Mrs. Cannon and seconded by Mr. Gibson the board renewed Mr. Neal's employment agreement for one year commencing December 1, 2019 as presented and awarded him a \$10,000 bonus.

VIII. **Adjournment** – On a motion from Mrs. Cannon and seconded by Mr. Ruggirello the meeting was adjourned at 6:57 p.m.