

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

May 20, 2020

- 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., May 20, 2020 in the Board Room, 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Camille Silda.
- A quorum was present, including the following: Barbara Brown (via GoToMeeting); Cheryl Cannon; Fred Gibson, Jr.; Michael Lotito (via GoToMeeting); Elizabeth Pugh; Peter Ruggirello (via GoToMeeting); Camille Silda; Amy Wille; Ex-officio Larry Neal and Accounting/Benefits Coordinator Jeannie Lake (via GoToMeeting).
- Guest Greg Soule, Andrews Hooper & Pavlik, PLC was in attendance (via GoToMeeting).
- II. **Adoption of the Agenda** – On a motion from Mrs. Wille and seconded by Mr. Gibson the agenda was adopted as presented.
- III. **Other Business – Part I** – Mr. Soule presented the 2018-19 fiscal year audit. On a motion from Mrs. Cannon and seconded by Ms Pugh the board accepted the 2018-19 fiscal year audit as presented.
- Mr. Soule left the meeting at 6:58 p.m.
- IV. **Approval of Consent Agenda Items** – On a motion from Mr. Lotito and seconded by Mrs. Brown the Consent Agenda items were approved/received and filed:
- February 19, 2020 board meeting minutes
  - February 19, 2020 resolution on submitting ballot proposal
  - February 2020 treasurer’s report
  - March 2020 treasurer’s report
  - April 2020 treasurer’s report
  - Library board roster update
  - Letter to Clinton Township regarding library board appointments
  - Letter from Clinton Township regarding library board appointments
  - Letter to tenant regarding rent adjustment
  - Letter to Macomb County regarding MLBPH@CMPL payment
  - Letter from McCarthy & Smith regarding construction site closures
  - Letter from McCarthy & Smith to contractors regarding halting work
  - Letter from McCarthy & Smith to contractors regarding reopening of worksite
  - Letter to Scott and Gabrielle Conklin regarding memorial donation
  - Letter to Leslie Marasco regarding memorial donation
  - Letter to Trevor McCullough regarding memorial donation

- Letter to Linda Richardson regarding memorial donation
- Letter to Nathaniel Janick notifying of memorial donation
- Letter to Amy Goerlich and friends regarding memorial donation
- Letter to Phillip and Karen Benvenuti notifying of memorial donation
- FOIA response to Daniel VanDeKerkhove
- FOIA response to Amber McCrea
- Email response to Parker Roth regarding petitions
- Letter from Foster Swift regarding hourly rate
- April-May 2020 *Library Matters* “Virtually Yours” special edition
- March 2020 *Library Matters Monthly*
- April 2020 *Library Matters Monthly*
- May 2020 *Library Matters Monthly*
- March 2020 *Digital Download*
- April 2020 *Digital Download*
- May 2020 *Digital Download*
- February 2020 *Early Lit Tips*
- April 2020 *Early Lit Tips*
- May 2020 *Early Lit Tips*
- March 2020 *Tips for Top Notch Teachers*
- Customer comment cards
- Press coverage

V. **Approval of Monthly Bills** – On a motion from Mrs. Wille and seconded by Mr. Gibson the February checks totaling \$199,347.88 and electronic payments totaling \$268,225.81 were approved.

On a motion from Mrs. Wille and seconded by Mrs. Cannon the February new North Branch bond fund checks totaling \$9,085.45 and electronic payments totaling \$92,931.39 were approved.

On a motion from Mrs. Wille and seconded by Ms Pugh the March checks totaling \$134,827.20 and electronic payments totaling \$2,067,251.33 were approved.

On a motion from Mrs. Wille and seconded by Mrs. Cannon the March new North Branch bond fund checks totaling \$770.00 and electronic payments totaling \$797,414.79 were approved.

On a motion from Mrs. Wille and seconded by Mr. Lotito the April checks totaling \$87,119.91 and electronic payments totaling \$271,422.67 were approved.

On a motion from Mrs. Wille and seconded by Mrs. Brown the April new North Branch bond fund checks totaling \$15,444.24 and electronic payments totaling \$164,258.60 were approved.

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

VII. **Reports** –

*Library Director* – The board expressed its appreciation to the director

and staff for their outstanding work in continuing to serve the public during the coronavirus pandemic. The report was received, reviewed and filed.

**VIII. Other Business – Part II –**

*Bequest from the estate of Donald W. and Ludomira Green* – On a motion from Mrs. Wille and seconded by Ms Pugh the board established the Donald W. and Ludomira Green Local History Room Endowment Fund, the corpus of which shall be retained and the proceeds of which shall be used for the sole purpose of purchasing materials and other items for the Donald W. Green Local History Room.

*New North Branch change order 11* – On a motion from Ms Pugh and seconded by Mrs. Wille the board authorized the payment of \$45,500 for change order 11 as presented contingent upon review and approval by Mr. Lotito.

*PAY-5 Emergency Closing policy* – On a motion from Mr. Lotito and seconded by Ms Pugh the update to the policy was approved as amended.

*BENR-8 Disability Insurance policy* – On a motion from Mrs. Wille and seconded by Mr. Gibson the update to the policy was approved as presented.

*BENA-2 Coronavirus Response Paid Leave policy* – On a motion from Mr. Lotito and seconded by Mr. Ruggirello the proposed new policy was approved contingent upon final review by the library's employment attorney.

*CMPL emergency preparedness and response to coronavirus* – On a motion from Mr. Gibson and seconded by Mrs. Wille the document was received, reviewed and filed.

*Purchase of laptops* – On a motion from Ms Pugh and seconded by Mr. Gibson the purchase of laptops in an amount not to exceed \$15,250 was approved.

**IX. Adjournment** – On a motion from Mrs. Brown and seconded by Ms Pugh the meeting was adjourned at 8:37 p.m.