

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

June 17, 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., June 17, 2020 virtually via Zoom in compliance with Michigan Governor Gretchen Whitmer’s Executive Order 2020-75, dated May 6, 2020. The presiding officer was Camille Silda.

A quorum was present, including the following: Barbara Brown; Cheryl Cannon; Fred Gibson, Jr.; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Amy Wille; Ex-officio Larry Neal and Community Relations Assistant Emily Novak.

Trustee Michael Lotito was excused.

There were no guests in attendance.

- II. **Adoption of the Agenda** – On a motion from Mrs. Cannon and seconded by Mrs. Wille the agenda was adopted as presented.

- III. **Approval of Consent Agenda Items** – On a motion from Mr. Ruggirello and seconded by Ms Pugh the Consent Agenda items were approved/received and filed:

- May 20, 2020 board meeting minutes
- May 2020 treasurer’s report
- FY 2018-19 final audit
- FY 2018-19 audit representation letter
- BENA-2 Coronavirus Response Paid Leave policy (new)
- BENR-8 Disability Insurance policy update
- PAY-5 Emergency Closing policy update
- August 4 ballot question proof
- June-August 2020 *Library Matters*
- May 2020 *Early Literacy Tips*
- June 2020 *Library Matters Monthly*
- Customer comment cards
- Press coverage

- IV. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Ms Pugh the May checks totaling \$156,667.99 and electronic payments totaling \$275,818.43 were approved.

On a motion from Mrs. Brown and seconded by Mrs. Cannon the May new North Branch bond fund checks totaling \$6,372.94 were approved.

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

V. **Reports –**

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

VI. **Other Business –**

2020 Planning Calendar – On a motion from Ms Pugh and seconded by Mrs. Brown the planning calendar was updated to remove the In-Service Day closure on October 12.

BENA-2 Coronavirus Response Paid Leave policy update – On a motion from Mrs. Brown and seconded by Mrs. Cannon the updated BENA-2 coronavirus response paid leave policy was approved as presented.

MGT-10 Meeting Room policy update – On a motion from Mrs. Cannon and seconded by Ms Pugh the update to the policy was approved as presented.

WORK-12 Telework policy – On a motion from Mrs. Wille and seconded by Mr. Ruggirello the policy was approved as presented.

PAY-2 Schedules policy – On a motion from Mrs. Brown and seconded by Mrs. Wille the update to the policy was approved as presented.

WORK-6 Safety and Emergency Preparedness – COVID-19 Preparedness and Response plan – The document was received, reviewed and filed.

GOV-6 Reopening policy and plan – On a motion from Ms Pugh and seconded by Mrs. Wille the policy and plan were approved as presented.

New North Branch – Mr. Neal provided an update regarding the Macomb County Department of Roads' requirement that direct drilling will be necessary rather than a cut and fill to Broughton Road for the water service connection. The change order is considered part of earthwork and may be approved upon mutual agreement by Mr. Neal and Mr. Lotito.

VII. **Adjournment** – On a motion from Mrs. Cannon and seconded by Mrs. Wille the meeting was adjourned at 7:55 p.m.

Approved: July 15, 2020
Elizabeth Pugh, Secretary