

## Clinton-Macomb Public Library

### Board of Trustees Meeting Minutes

October 21, 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., October 21, 2020 virtually via Zoom in compliance with Michigan Public Act 228 of 2020. The presiding officer was Camille Silda.

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.

Guests Aaron Phillips and William McCarthy of McCarthy & Smith were 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. **Other Business Part 1** – Mr. Phillips presented an overview of the progress made to date on the new North Branch library.

On a motion from Mr. Ruggirello and seconded by Ms Pugh the prime contract change order #004 in the amount of \$148,115.08 was approved.

On a motion from Mr. Lotito and seconded by Ms Pugh the Board authorized Mr. Neal to sign a contract for HVAC commissioning in an amount not to exceed \$48,260.

Mr. Phillips will confirm the scope of work and responsibility for the approaches to the site and Mr. Neal will discuss the right-of-way landscaping with the library's legal counsel.

Mr. Phillips and Mr. McCarthy left the meeting at 7:34 p.m.

A copy of the updated project budget was received, reviewed and filed. Mr. Neal will provide similar updates on a quarterly basis for the remainder of the project.

- IV. **Approval of Consent Agenda Items** – On a motion from Mrs. Brown and seconded by Mrs. Wille the Consent Agenda items were approved/received and filed:

- September 16, 2020 board meeting minutes
- Resolution certifying 2020-21 budget and millage rate
- Approved 2020-21 fiscal year budget
- September 2020 treasurer's report
- GOV-6 Reopening Plan update
- Letter to Friends of CMPL regarding \$66,800 donation
- Letter from Macomb Township regarding master plan
- Email to Macomb Township regarding master plan
- Public notice of September virtual board meeting

- Letters to customers who donated funds from cancelled fundraiser ticket sales
- October 2020 *Early Lit Tips*
- October 2020 *Digital Download*
- October 2020 *Library Matters Monthly*
- Customer comment cards
- Press coverage

V. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Ms Pugh the September checks totaling \$184,019.16 and electronic payments totaling \$972,457.04 were approved.

On a motion from Mrs. Brown and seconded by Mrs. Wille the September new North Branch bond fund checks totaling \$417.54 and electronic payments totaling \$1,053,586.37 were approved.

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

VII. **Reports** –

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

Mr. Ruggirello left the meeting at 8:02 p.m.

VIII. **Other Business**

*State aid \$1M increase* – On a motion from Mrs. Cannon and seconded by Mrs. Wille the Board requested Mr. Neal to send a letter thanking the state legislators who serve the library’s legal service area for the increased funding in state aid to libraries and library cooperatives.

*November Board meetings* – On a motion from Mr. Lotito and seconded by Ms Pugh the 2020 Planning Calendar was approved as presented.

*Proposed 2021 Planning Calendar update* – On a motion from Mrs. Cannon and seconded by Ms Pugh the 2021 Planning Calendar was approved as presented.

*CIRC-2 Checkout policy proposed update* – On a motion from Mr. Lotito and seconded by Mrs. Wille the proposed CIRC-2 Checkout policy proposed update was approved as presented.

*Director’s annual evaluation* – On a motion from Mrs. Cannon and seconded Mr. Gibson and on a unanimous roll call vote, the Board entered into closed session at 8:06 p.m. upon the library director’s standard written request for the purpose of conducting his annual evaluation.

Mr. Neal left the meeting at 8:11 p.m.

Mr. Neal rejoined the meeting at 8:35 p.m.

Although the library closed at 9 p.m. public access to the meeting remained available since it was being held in a virtual format.

On a motion from Ms Pugh and seconded by Mr. Gibson the Board

returned to open session at 9:05 p.m.

The Board commended Mr. Neal for his excellent performance over the past year especially given the challenges of the pandemic. On a motion from Mrs. Cannon and seconded by Mrs. Wille the Board renewed Mr. Neal's employment agreement for one year commencing December 1, 2020 as presented, set his annual salary at \$143,782 and awarded him a \$10,000 bonus.

- IX. **Adjournment** – On a motion from Mrs. Wille and seconded by Mrs. Cannon the meeting was adjourned at 9:09 p.m.

Approved: November 18, 2020

Elizabeth Pugh, Secretary