

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

November 18, 2020

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:30 p.m., November 18, 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; Fred Gibson, Jr.; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Amy Wille; and Ex-officio Larry Neal

Trustees Cheryl Cannon and Michael Lotito were excused.

There were no guests in attendance.

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

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

- October 21, 2020 board meeting minutes
- October 21, 2020 board meeting closed session minutes
- October 2020 treasurer's report
- Updated 2020 Planning Calendar
- Updated 2021 Planning Calendar
- Updated CIRC-2 Checkout policy
- Special tribute for library director's 20 years of service
- Warning letter to patron for refusal to wear mask
- Updated Library Board roster
- November 2020 *Early Lit Tips*
- November 2020 *Digital Download*
- November 2020 *Library Matters Monthly*
- November 2020 *Tips for Top-Notch Teachers*
- Customer comment cards
- Press coverage

- IV. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Ms Pugh the October checks totaling \$201,548.63 and electronic payments totaling \$273,506.89 were approved.

On a motion from Mrs. Brown and seconded by Mrs. Wille the October new North Branch bond electronic payments totaling \$11,813.10 and electronic payments totaling \$1,043,678.51 were approved.

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

V. **Reports –**

Library Director – Mr. Neal will prepare an emergency succession plan document for the Library Board to be updated annually. The report was received, reviewed and filed.

VI. **Other Business –**

2019-20 fiscal year budget amendment – On a motion from Ms Pugh and seconded by Mr. Gibson the 2019-20 fiscal year budget amendment was approved as presented.

2019-20 fiscal year audit engagement – On a motion from Mrs. Brown and seconded by Ms Pugh the Library Board authorized Mr. Neal to hire Andrews, Hooper, Pavlik PLC to conduct the 2019-20 fiscal year audit.

Annual appointment of legal counsel – On a motion from Mrs. Brown and seconded by Ms Pugh the Library Board approved retaining Michael Nickerson, Anne Seurnyck, Tom Colis, Daniel Bernard and Peter Peacock for legal counsel.

Capital replacement plan proposal – On a motion from Ms Pugh and seconded by Mrs. Wille the Library Board authorized Mr. Neal to accept the proposal from TMP to develop a capital replacement plan for the Main Library as an out-of-budget expenditure not to exceed \$7,500 plus documentation expenses.

Purchase of laptops – On a motion from Mr. Gibson and seconded by Mr. Ruggirello the Library Board authorized the purchase of 27 laptops and docking stations from Insight Public Sector in an amount not to exceed \$32,189.46.

COVID-19 response – On a motion from Mrs. Wille and seconded by Ms Pugh the Library Board affirmed Mr. Neal's decision to close the library to in-person service beginning November 16 and will review the situation at the December 16 Library Board meeting.

VII. **Adjournment** – On a motion from Mr. Ruggirello and seconded by Mrs. Brown the meeting was adjourned at 7:17 p.m.

Approved: December 16, 2020

Elizabeth Pugh, Secretary