

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes - AMENDED

April 21, 2021

- 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., April 21, 2021 virtually via Zoom in compliance with Michigan Public Act 254 of 2020. The presiding officer was Camille Silda.

A quorum was present, with those attending remotely announcing their physical location as indicated: Barbara Brown (Clinton Township, MI); Cheryl Cannon (Clinton Township, MI); Fred Gibson, Jr. (Clinton Township, MI); Michael Lotito (Macomb, MI); Elizabeth Pugh; Peter Ruggirello (Clinton Township, MI); Camille Silda (Macomb, MI); Amy Wille (Macomb, MI); and Ex-officio Larry Neal.

Guests Greg Soule and Kate Farwell of Andrews Hooper Pavlik, PLC; William McCarthy and Aaron Phillips of McCarthy & Smith, Inc. and Jeannie Lake, Head of Finance and Benefits were in attendance.

- II. **Adoption of the Agenda** – On a motion from Mrs. Cannon and seconded by Mrs. Brown the agenda was adopted as amended adding item “VIII.C Updated GEN-2 Definitions policy” to Other Business – Part II.

- III. **Other Business – Part I**

Draft 2019-20 fiscal year audit – Mr. Soule presented the results of the 2019-20 fiscal year audit. Mrs. Cannon thanked Mrs. Lake and Mr. Neal for earning a clean opinion for their diligent work in managing the library’s financial operations.

Mr. Gibson joined the meeting at 6:41 p.m.

On a motion from Mr. Lotito and seconded by Ms Pugh the Board accepted the 2019-20 fiscal year audit as presented.

Mr. Soule, Ms Farwell and Mrs. Lake left the meeting at 6:57 p.m.

New North Branch project update – Mr. McCarthy and Mr. Phillips provided the Board with an update regarding the new North Branch project with a focus on the construction management reimbursables. Several factors had a negative impact on the project time line which added 18 weeks to the schedule.

On a motion from Mr. Lotito and seconded by Ms Pugh the Board approved additional construction management reimbursable costs for the project since it started in winter conditions due to permitting delays and impact of the pandemic on the schedule in an amount not to exceed \$87,000 to be paid for out of the bond fund.

The new North Branch project budget update was received, reviewed and filed. It is anticipated that approximately \$400K of operating funds as previously allocated in the assigned fund balance will be needed to complete the project. First priority of the use of these funds will be for items with an expected useful life of less than the bond term such as technology and landscaping.

Request to purchase outdoor musical instruments with donation funds – On a motion from Mrs. Wille and seconded by Ms Pugh the Board authorized the purchase of outdoor musical instruments from Percussion Play in an amount not to exceed \$21,878.50 with the use of funds from the bequest of Laura Luce if other donations are not secured.

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

- March 17, 2021 board meeting minutes
- March 17, 2021 board meeting closed session minutes
- March 2021 treasurer's report
- Updated board roster
- Letter from Senator Michael MacDonald regarding participation in Black History month display
- Letter of support for University of Michigan's National Infrastructure for Library Learning Analytics project proposal
- Letter to Macomb County accompanying Year 10 MLBPH invoice
- Letter from the State Librarian regarding resources for trustees
- Letter from Senator Michael MacDonald regarding new North Branch
- Email message to Clinton and Macomb Township board members noting new North Branch dedication and tour opportunities
- Exclusive listing agreement for sale of 16800 24 Mile Road
- Updated MGT-1 Confidentiality of library records policy
- Updated MGT-13 Purchasing policy
- New North Branch giving opportunities brochure
- May-August 2021 *Library Matters*
- April 2021 *Digital Download*
- April 2021 *Library Matters Monthly*
- Customer comment cards
- Press coverage

V. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Mr. Lotito the March checks totaling \$169,418.91 and electronic payments totaling \$2,095,749.53 were approved.

On a motion from Mrs. Brown and seconded by Mr. Lotito the March new North Branch bond fund checks totaling \$4,953.00 were approved.

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

VI. Reports –

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

Mr. Ruggirello left the meeting at 8:47 p.m.

VII. Other Business – Part II

Request to purchase wireless access points – On a motion from Mr. Lotito and seconded by Mrs. Cannon the Board authorized Mr. Neal to sign a contract with the firm Marco for wireless access points and related cabling and installation in an amount not to exceed \$76,551.94.

Request to purchase servers – On a motion from Mr. Lotito and seconded by Mrs. Wille the Board authorized Mr. Neal to purchase two HPE Simplivity servers and VMWare licenses from Insight Public Sector in an amount not to exceed \$147,688.50

Update to GEN-2 Definitions policy – On a motion from Mrs. Cannon and seconded by Mr. Lotito the Board approved the proposed update to GEN-2 Definitions policy as presented.

VIII. Adjournment – On a motion from Mrs. Cannon and seconded by Mr. Gibson the meeting was adjourned at 8:50 p.m.

Approved: June 16, 2021
Elizabeth Pugh, Secretary