

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

July 20, 2022

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:32 p.m., July 20, 2022, in the Meeting Room at 54100 Broughton Road, Macomb, Michigan. The presiding officer was Amy Wille.

A quorum was present, including the following: Cheryl Cannon; Ruth Cummins; Lynda Locke; Elizabeth Pugh; Lori Scharich; Camille Silda; Amy Wille; and ex-officio, non-voting member Larry Neal.

Guests Jamie Morris, Head of Communications & Strategy and Katie LeBlanc, Head of Customer Care/System Administrator were in attendance.

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

- III. **Presentations** – Ms Morris and Mrs. LeBlanc presented an overview of the Savannah management analytics and customer engagement system. The Board expressed its appreciation for Ms Morris' and Mrs. LeBlanc's presentation and their leadership at the library.

Ms Morris and Mrs. LeBlanc left the meeting at 7:18 p.m.

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

- June 15, 2022 board meeting minutes
- June 2022 treasurer's report
- Letter from Susan Ramer regarding tree donation brochure
- July 2022 *Digital Download*
- July 2022 *Library Matters Monthly*
- Customer comment cards
- Press coverage

- V. **Approval of Monthly Bills** – Mr. Neal will investigate what it would take to transition to a fully electronic accounts payable process. On a motion from Mrs. Cannon and seconded by Mrs. Locke the June checks totaling \$157,599.39 and electronic payments totaling \$296,104.36 were approved.

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

- VII. **Reports** –

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

VIII. **Other Business**

Proposed policy updates – On a motion from Mrs. Cannon and seconded by Ms Pugh the updates to the following policies and form were approved as presented:

- MGT-7 Reconsideration of Library Materials policy and form
- CIRC-2 Checkout policy
- BENR-1 Health Insurance policy
- BENR-7 Leaves of Absence policy
- BENR-8 Disability policy
- PAY-7 Longevity policy
- WORK-4 Grievance policy (merged with WORK-1, eliminate)
- WORK-11 Reporting Misconduct policy (renumber to WORK-4)

Proposed policy update – On a motion from Mrs. Silda and seconded by Mrs. Scharich the proposed update to PAY-4 Holiday Pay policy was approved as presented with a discretionary holiday being granted for the 2022 calendar year. Mrs. Cannon voted in opposition to the motion as she felt the matter was compensation related and should be addressed when the Board considers any annual increase in staff compensation.

New high deductible health insurance plan HSA contributions – On a motion from Ms Pugh and seconded by Mrs. Scharich the Board approved a partially out-of-budget expenditure to contribute \$1,500 to employees enrolled in single medical insurance coverage and \$3,000 to employees enrolled in 2-person and family medical insurance coverage to their health savings accounts effective with the second pay period in September 2022.

Adjournment – On a motion from Mrs. Silda and seconded by Mrs. Locke the meeting was adjourned at 8:20 p.m.

Approved: August 17, 2022
Elizabeth Pugh, Secretary