

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

August 17, 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., August 17, 2022, in the Main Library Board Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Camille Silda.
- A quorum was present, including the following: Cheryl Cannon; Ruth Cummins; Lynda Locke; Elizabeth Pugh; Lori Scharich; Camille Silda; James Veal, Jr.; and ex-officio, non-voting member Larry Neal.
- President Amy Wille was excused.
- Guest Amy Young, Head of Adult Services, was in attendance.
- Mrs. Silda welcomed new Trustee James L. Veal, Jr., who was appointed by Macomb Township to fill the position with a term expiring April 30, 2023. Mr. Veal expressed his gratitude for the appointment and enthusiasm for engaging in the work of the Board.
- II. **Adoption of the Agenda** – On a motion from Mrs. Cannon and seconded by Mrs. Scharich the agenda was adopted as presented.
- III. **Presentation** – Mrs. Young provided an overview and tour of the Donald W. Green Local History Room. The staff is interested in making changes to increase the use and visibility of the room including removing the lock to the room, making most items circulating, finding new homes for items that are taking up space but not being used, and adding more items we believe will be used.
- The Board thanked Mrs. Young for her excellent presentation and work for the library.
- Mrs. Young left the meeting at 7:23 p.m.
- IV. **Approval of Consent Agenda Items** – On a motion from Mrs. Scharich and seconded by Ms Pugh the Consent Agenda items were approved/received and filed:
- July 20, 2022 board meeting minutes
 - July 2022 treasurer's report
 - Letter banning Kevin Danielak due to conduct
 - Updated policies and forms
 - o MGT-7 Reconsideration of Library Materials policy and form
 - o CIRC-2 Checkout policy
 - o BENR-1 Health Insurance policy
 - o BENR-7 Leaves of Absence policy
 - o BENR-8 Disability policy
 - o PAY-4 Holiday Pay policy

- PAY-7 Longevity policy
- WORK-9 Dress Code guidelines
- WORK-11 Reporting Misconduct policy
- September-December 2022 *Library Matters*
- August 2022 *Library Matters Monthly*
- Customer comment cards
- Press coverage

V. **Approval of Monthly Bills** – On a motion from Mrs. Cannon and seconded by Mrs. Locke the July checks totaling \$225,061.38 and electronic payments totaling \$422,491.04 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**

Michigan Arts & Culture Council grant application – On a motion from Mrs. Cannon and seconded by Mr. Veal the Board approved the library's grant application to the Michigan Arts & Culture Council for services to customers with dementia.

Clinton Township Goodfellows' request to use South Branch lease space – On a motion from Ms Pugh and seconded by Mrs. Scharich the Board authorized the Clinton Township Goodfellows to use the South Branch lease space from September 19 through December 18, 2022 subject to providing the required insurance coverage and upon agreeing to reimburse the library for the cost of any damage done to the space.

Contract with Burgeon Group for Main Library early literacy feature enhancements – On a motion from Mrs. Locke and seconded by Ms Pugh the Board authorized the Library Director to sign a contract with the Burgeon Group for early literacy features for the Main Library in an out-of-budget amount not to exceed \$240,400.

Adjournment – On a motion from Mrs. Cummins and seconded by Mrs. Scharich the meeting was adjourned at 8 p.m.

Approved: September 21, 2022

Elizabeth Pugh, Secretary