

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

November 16, 2022

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:35 p.m., November 16, 2022, in the Main Library Board Room at 40900 Romeo Plank Road, Clinton Township, 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; James Veal, Jr.; Amy Wille; and ex-officio, non-voting member Larry Neal. Guest Meghan Mott, Adult Services Outreach Manager, was in attendance.
- II. **Adoption of the Agenda** – On a motion from Mrs. Silda and seconded by Mrs. Locke the agenda was adopted as amended to add item “IX.E. Macomb Township request to use library parking lot for fireworks display” under Other Business.
- III. **Presentation** – Mrs. Mott presented an overview of the adult and senior outreach services being provided by the library to the community.

The Board thanked Mrs. Mott for her excellent presentation and work for the library.

Mrs. Mott left the meeting at 7:15 p.m.
- IV. **Approval of Consent Agenda Items** – On a motion from Mrs. Cannon and seconded by Mrs. Cummins the Consent Agenda items were approved/received and filed:
 - October 26, 2022 board meeting minutes
 - October 2022 treasurer’s report
 - Updated *GOV-4 Library Board bylaws*
 - Ban letter to customer due to bed bugs
 - Extended ban letter to Kevin Danielak due to behavior
 - November 2022 *Library Matters Monthly*
 - November 2022 *Digital Download*
 - Customer comment cards
 - Press coverage
- V. **Approval of Monthly Bills** – On a motion from Mrs. Cannon and seconded by Mrs. Locke the October checks totaling \$400,794.31 and electronic payments totaling \$323,704.27 were approved.
- VI. **Public Comment** – There was no public comment.
- VII. **Reports** –

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

VIII. **Other Business**

Approval of legal counsel – On a motion from Mrs. Cannon and seconded by Ms Pugh the Board approved retaining Michael Nickerson, Anne Seurnyck, Tom Colis, and Daniel Bernard as the library’s legal counsel.

Proposed QEA/PBA/M&S contract addendum – On a motion from Ms Pugh and seconded by Mr. Veal the Board authorized the Library Director to sign the agreement with QEA for the additional scope of reviewing the full HVAC system and feasibility of a geothermal system in an amount not to exceed \$11,000.

2021-22 fiscal year budget amendment – On a motion from Mrs. Silda and seconded by Mrs. Scharich the Board approved the 2021-22 fiscal year budget amendment. Mr. Neal will provide a final North Branch project budget/expenditure and change order report at the December meeting.

Proposed update to GOV-5 Library Board Trustee Conduct policy – On a motion from Mr. Veal and seconded by Mrs. Cannon the Board approved the proposed update to GOV-5 Library Board Trustee Conduct policy as amended.

Macomb Township request to use library parking lot for fireworks display – On a motion from Ms Pugh and seconded by Mrs. Locke, upon mutual agreement between Mrs. Wille and Mr. Neal, if satisfactory answers to the following are obtained, the Library Board will permit the vendor hired by Macomb Township to stage its fireworks display on the library’s parking lot:

1. Will the Macomb Township Fire Department be on site during the display?
2. Will any remnants of the display on the library’s site be cleaned up in a timely manner as the library will be open for business the following day at 9 a.m.?
3. What insurance limits does the vendor carry for liability and property damage and are those sufficient to meet the recommendation from library’s insurance agent? The library must be named as the additional insured on the policy.
4. Can the library be named as additional insured on Macomb Township’s insurance policy for this event?

Adjournment – On a motion from Mrs. Silda and seconded by Mrs. Cummins the meeting was adjourned at 8:10 p.m.

Approved: December 21, 2022

Elizabeth Pugh, Secretary