

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

June 20, 2018

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:45 p.m., June 20, 2018 in the South Branch Conference Room, 35679 South Gratiot Avenue, Clinton Township, Michigan. The presiding officer was Michael Lotito.

A quorum was present, including the following: Barbara Brown (via telephone); Cheryl Cannon; Fred Gibson, Jr.; Michael Lotito; Elizabeth Pugh; Peter Ruggirello; Camille Silda (via telephone); Amy Wille; and Ex-officio Larry Neal.

Guests James Mumby and Benjamin Telian of Quinn Evans Architects were in attendance.

- II. **Adoption of the Agenda** – On a motion from Mr. Ruggirello and seconded by Mrs. Wille the agenda was adopted as presented.
- III. **North Branch Site and Building Update** –Mr. Mumby and Mr. Telian provided an update on the site and building as presented in the Schematic Design 02 document. The board thanked Quinn Evans for the progress on the project.
- Mr. Mumby and Mr. Telian left the meeting at 7:38 p.m.
- 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:

- May 16, 2018 board meeting minutes
- May 2018 treasurer's report
- Updated 2018 planning calendar
- 2018 mid-year strategic plan progress report
- Strategic plan bookmark
- Letter from Macomb Literacy Partners regarding Project 300 participation
- Letter to Clinton Township regarding reappointments of Elizabeth Pugh and Peter Ruggirello
- Letter to Louise Riley regarding MLBPH donation
- Letter to Clinton Township requesting posting of Sumer Reading banner
- Letter to Macomb Township requesting posting of Summer Reading banner
- Letter to Michael Karol regarding conduct
- Email from Congressman Levin regarding library funding
- Letter nominating Congressman Levin for MLA award

- Letter to Westgrove Estates Condominium Association regarding donation
- Letter to library Fundraiser Committee
- June 2018 *Library Matters Monthly*
- May 2018 *Library Matters Monthly for Staff*
- June 2018 *Library Matters Monthly for Staff*
- May 2018 *Tips for Top-Notch Teachers*
- Customer comment cards
- Press coverage

V. **Approval of Monthly Bills** – On a motion from Mrs. Cannon and seconded by Ms Pugh the May checks totaling \$272,190.48 and electronic payments totaling \$236,822.90 were approved.

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

VII. **Reports** –

Library Director – On a motion from Mrs. Cannon and seconded by Ms Pugh the board requested that a formal thank-you letter be sent to the Friends of CMPL for their hard work and donation of over \$76,000 for all 2018-19 fiscal year programs and related expenses to the library.

On a motion from Mr. Ruggirello and seconded by Mr. Gibson the board agreed to eliminate its individual committees and to function as a committee of the whole. Special meetings of the former committees will be called as needed and posted in accordance with the Open Meetings Act.

The report was received, reviewed and filed.

VIII. **Other Business**

Proposed change to GSV-3 Proctoring Examinations policy – On a motion from Mrs. Cannon and seconded by Mrs. Wille the proposed change to GSV-3 Proctoring Examinations policy was approved.

Resolution regarding district library agreement – On a motion from Ms Pugh and seconded by Mrs. Wille on a unanimous roll call vote the board approved the following resolution:

“WHEREAS, pursuant to the terms of the District Library Establishment Act, 1989 PA 24, MCL 397.171 *et seq* (“DLEA”), the Charter Township of Clinton and the Chippewa Valley Schools (“School District”), both located in Macomb County, Michigan, originally established the Clinton-Chippewa Valley District Library (“District Library”) by agreement dated March 16, 1992 (“Original District Library Agreement”); and

WHEREAS, in 1997, the District Library desired to add Macomb Township as a participating member in the District Library; therefore, the parties approved the Amendment to the Original District Library

Agreement dated May 12, 1997 to accomplish this (“First Amendment”); and

WHEREAS, also pursuant to the First Amendment, the District Library’s name was changed to the Clinton-Macomb Public Library and the Library Board’s composition was modified to allow Macomb Township to appoint two members; and

WHEREAS, later in 1997, the School District withdrew from the District Library because Macomb Township and the Charter Township of Clinton contain the entire territory of the School District (“Second Amendment”); and

WHEREAS, Macomb Township, the Charter Township of Clinton, and the Clinton-Macomb Public Library desire to further amend the Original District Library Agreement, as amended by the First and Second Amendments (“District Library Agreement”), to clarify the appointment process and to update provisions of the Original District Agreement, as amended; and

WHEREAS, the Charter Township of Clinton, Macomb Township and the District Library desire to enter into this Third Amendment to the Original District Library Agreement, as amended by the First and Second Amendments, for the health, safety and welfare of its residents.

NOW THEREFORE, BE IT RESOLVED by the Library Board of the Clinton-Macomb Public Library as follows:

1. The Clinton-Macomb Public Library has determined that it is necessary and in the best interests of the public to amend the District Library Agreement to clarify the process for appointment and update the provisions of the District Library Agreement pursuant to the DLEA.
2. To that end, Clinton-Macomb Public Library approves the Third Amendment to the District Library attached as an Exhibit 1 to this Resolution.
3. The Clinton-Macomb Public Library authorizes the Board President and/or the Secretary to execute and deliver the Third Amendment and to execute and deliver any other certificates or documents as may be required by the Library of Michigan.
4. The Clinton-Macomb Public Library also authorizes the Board President and/or the Secretary to execute the Restated District Library Agreement attached as Exhibit A to the Amendment.
5. The Clinton-Macomb Public Library authorizes the Board President to approve any non-substantive changes to the Third Amendment or the Restated District Library Agreement, or changes required by the Library of Michigan or State Librarian,

if required before the Third Amendment is approved by the State Librarian.

6. The Resolution Approving Amendment to District Library Agreement adopted on the 25th day of October 2017 is repealed.”

Proposal to provide project management services from Library Design Associates – On a motion from Mr. Ruggirello and seconded by Mrs. Silda the board authorized Mr. Neal to accept a proposal from Library Design Associates for project management services for the new North Branch Library.

Request to approve purchase of copiers and printers – On a motion from Mrs. Cannon and seconded by Ms Pugh the board approved the purchase of copiers and printers from Image Business Solutions in the amount of \$58,485.30.

Request to approve out-of-budget expenditure on repairs of Main Library monument signs – On a motion from Mr. Ruggirello and seconded by Mr. Gibson the board authorize an out-of-budget expenditure in the amount of \$11,150 to hire Holsbeke to do repair work on the Main Library’s monument signs.

Appointment of Suburban Library Cooperative Board representative – On a motion from Mrs. Cannon and seconded by Ms Pugh the board appointed Mrs. Wille as the library’s representative to the Suburban Library Cooperative Board.

On a motion from Ms Pugh and seconded by Mrs. Cannon the board thanked Mrs. Brown for her many years of dedicated service representing the library on the Suburban Library Cooperative Board.

- IX. **Adjournment** – On a motion from Mr. Gibson and seconded by Ms Pugh the meeting was adjourned at 8:15 p.m.

Approved: July 18, 2018
Elizabeth Pugh, Secretary