

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

July 18, 2018

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:38 p.m., July 18, 2018 in the Main Library Board Room, 40900 Romeo Plank Road, 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; Amy Wille; and Ex-officio Larry Neal.

There were no guests in attendance.

- II. **Adoption of the Agenda** – On a motion from Mrs. Cannon and seconded by Mrs. Wille the agenda was adopted as amended adding, “VII. Other Business F. Resolution on retirement of Andrea Tasker” and “VII. Other Business G. Resolution on transition of Sarah Jones.”
- III. **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:
- June 20, 2018 board meeting minutes
 - June 2018 treasurer’s report
 - Updated 2018 planning calendar
 - Letter to Friends of CMPL regarding donation
 - Letter to Scott and Denise Hamuth regarding donation
 - Letter to Mike and Kathy Pipia and family notifying of donation
 - Letter to Mark and Shanda Baniszewski regarding donation
 - Letter to Ryan and Mindy Arndt notifying of donation
 - Letter to Norma Funke regarding MLBPH donation
 - Letter to Miyako Pierson regarding MLBPH donation
 - July 2018 *Library Matters Monthly*
 - July 2018 *Library Matters Monthly for Staff*
 - July 2018 *Digital Download*
 - Customer comment cards
 - Press coverage
- IV. **Approval of Monthly Bills** – On a motion from Mrs. Silda and seconded by Mr. Ruggirello the June checks totaling \$210,653.56 and electronic payments totaling \$239,500.80 were approved.
- V. **Public Comment** – There were no members of the public present.
- VI. **Reports** –
- Library Director* – On a motion from Mrs. Cannon and seconded by Mrs. Wille the board amended the 2018 Planning Calendar to change the

regular August meeting date from August 15 to August 30.

The report was received, reviewed and filed.

VII. **Other Business**

Draft letter to townships regarding district library agreement update – The letter was received, reviewed and filed.

Proposed changes to 2018 Planning Calendar – On a motion from Ms Pugh and seconded by Mrs. Silda the changes were approved as presented.

Proposed change to BENR-1 Health Insurance policy – On a motion from Mr. Gibson and seconded by Mrs. Wille the change was approved as presented.

Renewal of library millage – The board discussed the options for placing the millage renewal on the ballot and decided that 2020 was the preferred year so that the new North Branch would be complete, delivering on a key promise in 2014 to upgrade library services in that part of the library's service area.

Request to approve partially out-of-budget expenditure on concrete repairs and asphalt sealcoating/striping/repair – On a motion from Mr. Ruggirello and seconded by Mrs. Silda the board accepted the proposal from Luigi Ferdinandi & Son Cement Company in the amount of \$27,048 for concrete repair work at the Main Library.

On a motion from Mrs. Wille and seconded by Ms Pugh the board accepted the proposal from Federal Paving, Inc. in the amount of \$36,170 for the asphalt sealcoating, striping and repair at all three library locations.

Resolution on the retirement of Andrea Tasker – On a motion from Mr. Gibson and seconded by Ms Pugh the board approved the following resolution:

“Whereas, Andrea Tasker was hired as an hourly Library Assistant on December 13, 1995; promoted to part-time Library Assistant on September 3, 2002; promoted to full-time Technical Services Assistant on August 30, 2004; and promoted to Cataloging Manager on October 15, 2012; and

Whereas, Andrea holds the world's record as CMPL's longest tenured employee serving for 22.5+ years, and

Whereas, Andrea has fulfilled the aspiration in her original application letter dated October 3, 1995, “I find the prospect of seeing a library through its early stages and into the future quite exciting,” working in the library's Seneca Middle School location, then the Campus Plaza Shopping Center location, and finally the permanent Main Library location since 2003, and

Whereas, Andrea received many favorable comments over the years in her annual reviews by her supervisors:

‘Andrea always puts forth her best effort. Her work is neat and accurate.’

‘Andrea is a great employee and contributes much to this department.’

‘Conscientious is Andrea’s middle name.’

‘Andrea shares information and has an uncanny memory for detail, which in this department is a huge plus.’

‘Andrea displays a tremendous amount of respect for the job.’

Whereas, it will never be known how many of the tens of thousands of items in the library’s collections have been processed, added to and withdrawn from the library’s collections over the years, and that this critically important work has always been behind the scenes and invisible to the public,

Therefore, be it resolved that the Board of Trustees of the Clinton-Macomb Public Library extends its sincere gratitude and appreciation for Andrea’s service over the past twenty-two plus years, and wishes her good health and great happiness in her retirement and next chapter in her life.”

Resolution on the transition of Sarah Jones – On a motion from Mrs. Brown and seconded by Mrs. Wille the board approved the following resolution:

“Whereas, Sarah Jones was hired as a page on October 4, 2004; promoted to Substitute Circulation Assistant soon thereafter; promoted to part-time Technical Services Assistant on July 3, 2006; was promoted to full-time South Branch Librarian on August 4, 2008; and promoted to CMPL’s first Young Adult Services Manager in 2014; and

Whereas, Sarah has been instrumental in creating hundreds of innovative, exciting and successful programs for young adults including the highly popular afterhours teen summer reading wrap-up program, and

Whereas, Sarah’s “crazy idea” about holding a ComicCon for all ages resulted in over 1,000 attendees in 2017 and over 1,500 attendees in 2018, and

Whereas, Sarah’s interest in professional development has been exemplary with attendance at numerous state, local and national conferences, often made possible by her combining them with vacations and lodging with friends, and

Whereas, Sarah is highly respected in the young adult librarian community and received the 2015 Michigan Library Association's Frances H. Pletz Award for service to youth; and

Whereas, Sarah was regularly published in School Library Journal for book reviews and most recently in the April 2018 issue of VOYA, "When Teens Take Over"; and

Whereas, Sarah's continuous focus on how to better serve the community has resulted in starting the board game collection and Hi-Lo collection; and

Whereas, Sarah has taken a new position as the Library Director of the Oak Park Public Library;

Therefore, be it resolved that the Board of Trustees of the Clinton-Macomb Public Library extends its sincere gratitude and appreciation for Sarah's service over the past nearly 14 years, and wishes her much success in the next chapter of her outstanding career."

VIII. **Adjournment** – On a motion from Mrs. Silda and seconded by Mrs. Cannon the meeting was adjourned at 8:24 p.m.

Approved: August 30, 2018
Elizabeth Pugh, Secretary