

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

May 15, 2019

- 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., May 15, 2019 in the Board Room, 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Michael Lotito.

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

Guest Aaron Phillips from McCarthy & Smith was in attendance.

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

III. **Other Business**

*Progress report on new North Branch value engineering and permitting* – Mr. Phillips provided an update on the progress of the value engineering and permit applications.

*Request to Macomb Township regarding right-of-way improvements* – On a motion from Mrs. Silda and seconded by Ms Pugh a letter will be sent to the Macomb Township Board requesting the issuance of the building permit independent of the right-of-way improvements and that the township assume responsibility for the improvements.

Mr. Phillips left the meeting at 7:19 p.m.

*Contract for digital documentation services for the new North Branch* – On a motion from Mrs. Brown and seconded by Ms Pugh the board authorized the library director to sign a contract for digital documentation services for the new North Branch in an amount not to exceed \$15,000 and to be paid for from the forthcoming new North Branch bond fund.

*Resolution on transition of Michelle Roberts* – On a motion from Mrs. Brown and seconded by Mrs. Silda, the board approved the following resolution:

“Whereas, Michelle Roberts was hired as a Librarian Intern on August 27, 2007; promoted to South Branch Librarian on February 2, 2009; promoted to the library’s first Digital Services Manager on February 2, 2015; and promoted to Head of Popular Materials on December 18, 2017; and

Whereas, Michelle has been instrumental in training numerous staff members and countless members of the public on electronic resources and digital devices, and

Whereas, Michelle's project management style and "can-do" attitude was extremely helpful with the transition of the South Branch to its new location in 2014; and

Whereas, Michelle served as the library's first Digital Services Manager, doing an outstanding job of evaluating, selecting and promoting the library's electronic resources; and

Whereas, Michelle had the "Best.lunch.in.my.life" with John Green at the 2014 Public Library Association Conference in Indianapolis; and

Whereas, Michelle has taken a new position as the Technology Librarian at the Grosse Pointe Public Library;

Therefore, be it resolved that the Board of Trustees of the Clinton-Macomb Public Library extends its sincere gratitude and appreciation for Michelle's service over the past 11 years, and wishes her much success in the next chapter of her career."

*Resolution on transition of Brenna Godin* – On a motion from Mrs. Brown and seconded by Ms Pugh, the board approved the following resolution:

"Whereas, Brenna Godin was hired as a Page on June 8, 2004; promoted to Library Assistant shortly thereafter; promoted to a "22.5" Customer-Concierge on February 16, 2015; promoted to Customer CARE Manager on October 16, 2015; transitioned to Cataloging Assistant on June 18, 2018; and

Whereas, Brenna has been recognized for her outstanding customer service, and

Whereas, Brenna has been described as, "very polished and professional," "can always be counted on to do a great job," "everything that has been asked of Brenna has been done with flying colors"; and

Whereas, Brenna will be welcoming the birth of her second child in the near future;

Therefore, be it resolved that the Board of Trustees of the Clinton-Macomb Public Library extends its sincere gratitude and appreciation for Brenna's service over the nearly past 15 years, and wishes her much happiness and success in the next chapter of her life."

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

- March 6, 2019 corrected special board meeting minutes
- April 17, 2019 board meeting minutes

- April 2019 treasurer's report
- May – August 2019 *Library Matters*
- May 2019 *Library Matters Monthly*
- Summer 2019 MLBPH@CMPL newsletter
- Letter to Cheryl and Robert Cannon regarding donation
- Letter to Donald Green notifying of donation
- Letter to Ken and Nancy Green notifying of donation
- Letter banning Toinette Moronczyk due to conduct
- Thank you letter to Macomb Township regarding reappointment
- Letter banning minor customer due to conduct
- Letter to Macomb County regarding annual MLBPH contract
- Letter regarding DDA TIF plan from Clinton Township
- Letter regarding donation from Robert and Madeleine Gild
- Letter notifying Donald and Kathleen Kaiser of donation
- Letter banning minor customer due to behavior
- Customer comment cards
- Press coverage

V. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Ms Pugh the April checks totaling \$227,909.50 and electronic payments totaling \$238,065.45 were approved.

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

VII. **Reports** –

*Library Director* – On a motion from Ms Pugh and seconded by Mrs. Brown the board amended the 2019 Planning Calendar to hold all board meetings at the Main Library. The report was received, reviewed and filed.

VIII. **Adjournment** – On a motion from Mrs. Wille and seconded by Mr. Gibson the meeting was adjourned at 7:56 p.m.

Approved: June 19, 2019  
Elizabeth Pugh, Secretary