

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

July 15, 2020

- 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., July 15, 2020 virtually via Zoom in compliance with Michigan Governor Gretchen Whitmer’s Executive Order 2020-129, dated June 18, 2020. The presiding officer was Camille Silda.

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

Trustee Michael Lotito was excused.

There were no guests 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. **Approval of Consent Agenda Items** – On a motion from Mrs. Brown and seconded by Mrs. Cannon the Consent Agenda items were approved/received and filed:

- June 17, 2020 board meeting minutes
- June 2020 treasurer’s report
- Updated 2020 planning calendar
- Updated personnel policy table of contents
- New GOV-6 reopening policy
- New GOV-6 reopening plan
- New WORK-12 telework policy
- Updated BENA-2 coronavirus response paid leave policy
- Updated PAY-2 schedules policy
- Updated MGT-10 meeting room use policy
- Thank you letter from Clinton Township regarding blood drive
- Email update to Clinton Township Board
- Email update to Macomb Township Board
- Letter to Ken Green regarding establishment of Donald W. and Ludomira Green Local History Room Endowment Fund
- June 2020 *Early Literacy Tips*
- June 2020 *Digital Download*
- July 2020 *Library Matters Monthly*
- Customer comment cards
- Press coverage

- IV. **Approval of Monthly Bills** – On a motion from Mrs. Brown and seconded by Mrs. Wille the June checks totaling \$143,318.87 and electronic payments totaling \$292,294.02 were approved.

On a motion from Mrs. Brown and seconded by Mrs. Cannon the June new North Branch bond electronic payments totaling \$128,963.59 were approved.

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

- V. **Reports** –

*Library Director* – On a motion from Ms Pugh and seconded by Mrs. Brown a letter thanking Congressman Andy Levin for introducing the *Library Stabilization Fund Act* which would provide \$2B to assist libraries as well as his district enewsletter promoting library resources.

Mr. Gibson joined the meeting at 7:04 p.m.

The report was received, reviewed and filed.

- VI. **Other Business** –

*Contract to comply with new Uniform Chart of Accounts* – On a motion from Mrs. Cannon and seconded by Ms Pugh the library director was authorized to sign a contract with Andrews Hooper Pavlik, PLC, to assist the library comply with the new Uniform Chart of Accounts as an out-of-budget expenditure not to exceed \$6,000 plus expenses.

*Contract for new North Branch automated materials handling system* – On a motion from Ms Pugh and seconded by Mrs. Brown upon review by the library's attorney the library director was authorized to sign a contract with Tech-Logic for an automated materials handling system for the new North Branch in an amount not to exceed \$258,728.75 plus up to 10% in contingency.

- VII. **Adjournment** – On a motion from Mrs. Cannon and seconded by Ms Pugh the meeting was adjourned at 7:16 p.m.

Approved: August 19, 2020

Elizabeth Pugh, Secretary