

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

October 26, 2022

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:31 p.m., October 26, 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; Lori Scharich; Camille Silda; James Veal, Jr.; Amy Wille; and ex-officio, non-voting member Larry Neal.
- Trustee Elizabeth Pugh was excused.
- Guest Celia Mulder, Head of Collection Management / Co-System Administrator, was in attendance.
- Member of the public Jessica Leathers was in attendance for a library science class assignment.
- II. **Adoption of the Agenda** – On a motion from Mrs. Silda and seconded by Mrs. Scharich the agenda was adopted as presented.
- III. **Presentation** – Mx Mulder provided an overview of library catalog subject headings and an extensive study that was conducted to make the library's nonfiction collections more accessible, easier to browse and separated at the branches in a more age-appropriate way.
- The Board thanked Mx Mulder for their excellent presentation and work for the library.
- Mx Mulder left the meeting at 7:16 p.m.
- IV. **Approval of Consent Agenda Items** – On a motion from Mrs. Cannon and seconded by Mrs. Locke the Consent Agenda items were approved/received and filed:
- September 21, 2022 board meeting minutes
 - Resolution certifying 2022-23 budget and 2023 millage rate
 - September 2022 treasurer's report
 - Approved 2022-23 fiscal year budget
 - Approved 2023 planning calendar
 - Updated board roster
 - Updated *PERF-1 Organizational Chart*
 - October 2022 *Library Matters Monthly*
 - October 2022 *Digital Download*
 - September 2022 *Tips for Top Notch Teachers*
 - Customer comment cards
 - Press coverage

V. **Approval of Monthly Bills** – On a motion from Mrs. Cannon and seconded by Mrs. Silda the September checks totaling \$284,532.62 and electronic payments totaling \$817,083.35 were approved.

VI. **Public Comment** – There was no public comment.

VII. **Reports** –

Library Director – Mmes. Cummins, Locke and Scharich shared what they learned by attending the Michigan Library Association Annual Conference in Port Huron. Mr. Neal will draft a proposed revision to *GOV-5 Library Board Trustee Conduct* policy to exclude Board members from winning prizes at library programs and contests. The report was received, reviewed and filed.

VIII. **Other Business**

Proposed update to GOV-4 Library Board bylaws – On a motion from Mrs. Silda and seconded by Mrs. Scharich the Board approved the update to GOV-4 Library Board bylaws as presented.

Director's annual evaluation – On a motion from Mrs. Silda and seconded by Mrs. Scharich on a unanimous roll call vote the Board entered closed session at 8:06 p.m. as requested in writing by Mr. Neal per the standard practice to discuss his annual evaluation.

Mr. Neal and Ms Leathers left the meeting at 8:06 p.m.

At 9 p.m. since the library was closing a notice was posted on the front door providing instructions on how to attend the Board meeting when it returned to open session.

Mr. Neal rejoined the meeting at 9:01 p.m.

On a motion from Mrs. Cannon and seconded by Mrs. Scharich the Board returned to open session at 9:10 p.m.

On a motion from Mrs. Silda and seconded by Mr. Veal the Board renewed the director's employment agreement through December 1, 2023.

On a motion from Mrs. Cannon and seconded by Mrs. Cummins the Board commended Mr. Neal for performance over the past year and awarded him a \$12,000 bonus.

Adjournment – On a motion from Mrs. Cannon and seconded by Mrs. Scharich the meeting was adjourned at 9:11 p.m.

Approved: November 16, 2022

Lynda Locke, Acting Secretary