

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

January 18, 2023

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:30 p.m., January 18, 2023, 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: Camille Silda; Ruth Cummins; Elizabeth Pugh; Lori Scharich; James Veal, Jr.; Amy Wille; and ex-officio, non-voting member Larry Neal.

Trustee Lynda Locke attended the meeting remotely but as such was not counted as part of the quorum and was not eligible to vote.

Trustee Cheryl Cannon was excused.

Guest Lisa Mulvenna, Head of Children's & Teen Services was in attendance.

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

III. **Presentation**

Mrs. Mulvenna provided an overview of early literacy and the library's certification as a Family Place Library. The Board thanked her for her outstanding work.

Mrs. Mulvenna left the meeting at 7:03 p.m.

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

- December 21, 2022 board meeting minutes
- December 2022 treasurer's report
- Updated 2023 board roster
- Annual audit letter from Daniel Bernard
- Thank you letter from Clinton Township Goodfellows
- Letter to Roger Laske thanking for donation of books
- Letter to Christopher Merique thanking for donation of books
- Letter to Anna Chang thanking for donation
- Letter to Marlene Zeckzer thanking for donation
- Letter banning unnamed customer due to behavior
- January 2023 *Library Matters Monthly*
- January 2023 *Early Lit Tips*
- January 2023 *Digital Download*
- January 2023 *Tips for Top Notch Teachers*
- Winter 2023 *MLBPD Reading Is for Everyone*

- Customer comment cards
 - Press coverage
- V. **Approval of Monthly Bills** – On a motion from Mrs. Silda and seconded by Ms Pugh the December 2022 checks totaling \$268,734.93 and electronic payments totaling \$421,330.33 were approved.
- VI. **Public Comment** – There no members of the public present.
- VII. **Reports** –
Library Director – The report was received, reviewed and filed.
- VIII. **Other Business**
Request to award website redesign contract – On a motion from Mrs. Scharich and seconded by Ms Pugh the Board authorized the Library Director or a designee to sign a contract with Revize to redesign the CMPL website as an out-of-budget expenditure not to exceed \$18,820 and to enter into an annual maintenance and support agreement to not exceed \$3,600 per year.
Request to purchase door access keypad readers – On a motion from Mrs. Silda and seconded by Mr. Veal the Board authorized the Library Director or a designee to sign a contract for new keypad readers with Flying Locksmiths as an out-of-budget expenditure not to exceed \$14,897.50.
Main Library and South Branch updates and improvements – The updated financial forecast was received, reviewed and filed.
Reappointment of Lynda Locke and James Veal, Jr. – On a motion from Mrs. Silda and seconded by Ms Pugh the Board requested the Library Director to send letters to the respective township boards recommending the reappointment of Lynda Locke and James Veal, Jr.
- IX. **Adjournment** – On a motion from Mrs. Cummins and seconded by Mrs. Scharich the meeting was adjourned at 7:55 p.m.