

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

February 15, 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., February 15, 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: Cheryl Cannon; Ruth Cummins; Elizabeth Pugh; Lori Scharich; Camille Silda; 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.

Guests Phil Giannotta, Facilities Manager; Aaron Phillips from McCarthy & Smith; and David Conrad from Peter Basso Associates were in attendance. Benjamin Telian from Quinn Evans Architects attended remotely.

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

III. **Other Business – Part 1**

Mr. Conrad presented an overview of the assessment of the Main Library's HVAC system and three options to upgrade or replace the system. The Board requested that more detailed cost information including design and construction management fee proposals for Option 2 (premium replacement) and Option 3 (geothermal) to be presented at the March 1 special Board meeting.

Mr. Conrad left the meeting at 7:24 p.m.

On a motion from Mrs. Silda and seconded by Mr. Veal the Board amended the 2023 Planning Calendar to include a special Board meeting on March 1 at 6:30 p.m. Trustees will be welcome to attend a "tour" of areas of the Main Library in need of updating at 5:30 p.m. Mrs. Wille volunteered to bring the pre-meeting dinner.

On a motion from Ms Pugh and seconded by Mrs. Scharich the Board authorized the payment of \$62,067.59 to McCarthy & Smith for CCB #34 and to authorize the Library Director to sign Amendment #4 to the contract with McCarthy & Smith for a credit of (\$443.36).

The final North Branch project budget was received, reviewed and filed.

Messers Phillips and Telian left the meeting at 7:36 p.m.

On a motion from Mrs. Silda and seconded by Mrs. Scharich the Board retroactively approved the following bills: CCB #7 (\$412,373.34), CCB #9 (\$309,188.05) and CCB #13 (\$256,590.44).

On a motion from Mrs. Cannon and seconded by Ms Pugh the 2019 bond allocation certificate was approved as presented.

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

- January 18, 2023 board meeting minutes
- January 2023 treasurer's report
- Letter banning customer due to conduct
- Letter to Clinton Township recommending reappointment of Lynda Locke
- Letter to Macomb Township recommending reappointment of James Veal, Jr.
- Letter banning unnamed customer due to conduct
- Letter noting return of materials on loan from Macomb Township
- Letter warning customer about conduct
- Updated organizational chart
- Letter thanking Edward and Patricia McLaughlin for donation
- Letter thanking Nicholas Hodges for donation
- February 2023 *Library Matters Monthly*
- February 2023 *Digital Download*
- February 2023 *Early Lit Tips*
- Winter 2023 *Friends' Bookbinder*
- Customer comment cards
- Press coverage

V. **Approval of Monthly Bills** – On a motion from Mrs. Cannon and seconded by Mrs. Cummins the January checks totaling \$272,823.59 and electronic payments totaling \$320,991.91 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 renew janitorial services contract – On a motion from Mrs. Cannon and seconded by Mr. Veal the Board authorized the Library Director or his designee to sign a two-year contract expiring March 1, 2025 with A&B Commercial Cleaning for janitorial services not to exceed \$221,467 per year.

Request to award landscape maintenance contract – On a motion from Mrs. Scharich and seconded by Mrs. Silda the Board authorized the

Library Director or his designee to sign a contract with SiteScape for landscape services in an amount not to exceed \$51,582.50.

The Board thanked Mr. Giannotta for doing a great job as the library's facilities manager.

Mr. Giannotta left the meeting at 8:02 p.m.

Request to allow ongoing use of libraries as polling places – On a motion from Mrs. Cummins and seconded by Mrs. Cannon the Board authorized the ongoing use of the library's facilities as polling places up to four times per year.

Resolution in honor of Mary Russo – On a motion from Mrs. Silda and seconded by Mrs. Cannon the Board approved the following resolution:

“Whereas, on November 11, 2003, Mary Russo was elected as President of the Friends of the Library Clinton-Macomb Public Library; and

Whereas, Mary has generously donated her time serving in this role year without compensation for nearly 20 years; and

Whereas, Mary served as the presiding officer for nearly 200 Friends' Board meetings, conducting meetings with patience, grace and professionalism, and ending each meeting with an uplifting quote; and

Whereas, under Mary's leadership the Friends have accepted, sorted, stored, merchandised and sold hundreds of thousands of used books and other items raising over \$1 million for the library to enrich the lives of readers of all ages; and

Whereas, under Mary's leadership, the Friends lent critical support to a citizens' ballot question committee to pass the August 5, 2014 library millage request;

Therefore, be it resolved that the Library Board extends its sincere gratitude to Mary for her 20 years of service to the library and the community and wishes her all the best in the future.”

Request to transfer 1859 map to Archives of Michigan – On a motion from Mrs. Cannon and seconded by Mrs. Cummins the Board authorized the Library Director or his designee to transfer the 1859 map of Macomb and St. Clair Counties to the Archives of Michigan and to sign any related paperwork required by the archive upon review by the library's legal counsel.

Request to update MGT-15 Donald W. Green Local History Room policy and MGT-5 Historical Materials Deed of Gift form – On a motion from Mr. Veal and seconded by Mrs. Cummins the Board approved the updates to the policy and form as presented.

Request to approve new INF-7 Display policy and INF-7 Reconsideration of Library Display form – On a motion from Mrs. Cummins and seconded

by Mrs. Scharich the Board approved the new policy and form as amended.

- IX. **Adjournment** – On a motion from Mrs. Cannon and seconded by Mrs. Scharich the meeting was adjourned at 8:36 p.m.

Approved: March 15, 2023

Elizabeth Pugh, Secretary