

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

March 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 6:31 p.m., March 15, 2023, in the Main Library Board Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was President Amy Wille.

A quorum was present, including the following: Cheryl Cannon; Ruth Cummins; Lynda Locke; Elizabeth Pugh; Camille Silda; James Veal, Jr.; Amy Wille; and ex-officio, non-voting member Larry Neal.

Trustee Lori Scharich was excused.

Guests Jamie Morris, Head of Communications & Strategy; Jeannie Rivers, Head of Finance & Benefits; Lisa Hernandez, Payroll Specialist; Aaron Phillips from McCarthy & Smith; and Greg Soule and Kate Farwell from Andrews, Hooper, Pavlik PLC 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. Cummins the agenda was adopted as presented.

III. **Other Business – Part 1**

Annual audit presentation – Mr. Soule and Ms Farwell presented the 2021-22 fiscal year audit draft. On a motion from Mrs. Silda and seconded by Ms Pugh the Board accepted the audit as presented. The Board thanked Ms Rivers, Ms Hernandez, Mr. Soule and Ms Farwell for their work on the audit.

Ms Rivers, Ms Hernandez, Mr. Soule and Ms Farwell left the meeting at 7:04 p.m.

Main Library capital improvement project – Messers Neal, Phillips and Telian provided an updated concept budget, additional information about the Inflation Reduction Act credit and other items related to the proposed project. On a motion from Mrs. Silda and seconded by Ms Pugh the Board approved the concept budget as presented requesting further research be completed to better quantify what components and how much of the geothermal option would qualify for a credit.

On a motion from Mrs. Cannon and seconded by Mrs. Locke the Board authorized Mr. Neal to sign an agreement with Quinn Evans Architects in an out-of-budget expenditure not to exceed \$40,000 to begin working on the next phase of the project. Details of the contract with Quinn Evans for the North Branch will be provided at the April Board meeting.

On a motion from Mrs. Cannon and seconded by Mr. Veal, the Board authorized Mr. Neal to sign an agreement with McCarthy & Smith in an out-of-budget expenditure not to exceed \$53,000 for pre-construction services.

On a motion from Mrs. Silda and seconded by Ms Pugh, the Board authorized Mr. Neal to sign an agreement with Midwest Geothermal in an out-of-budget expenditure not to exceed \$24,000 for services related to drilling a geothermal test bore.

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

- February 15, 2023 board meeting minutes
- March 1, 2023 board special meeting minutes
- February 2023 treasurer's report
- Updated MGT-5 Gifts and Donations – Historical Materials form
- Updated MGT-15 Local History Room policy
- New INF-7 Display policy
- New INF-7 Reconsideration of Library Display form
- Updated GSV-1 Performance Agreement form
- Deed of gift of 1859 map of Macomb and St. Clair Counties
- March 2023 *Digital Download*
- March 2023 *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 February checks totaling \$223,653.13 and electronic payments totaling \$378,459.80 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**

Policy updates – On a motion from Mrs. Cummins and seconded by Mr. Veal the Board approved the updates to *CIRC-1 Library Card*, *CUS-2 Code of Conduct*, and *MGT-12 Non-Library Displays, Petitioning and Distribution of Non-Library Materials* policies as presented.

Request to newsletter printing contract – On a motion from Mrs. Silda and seconded by Mrs. Locke the Board authorized the Library Director or his designee to continue to use Litho Printing for the newsletter in an amount not to exceed \$31,036 per issue in 2023 and not to exceed \$32,587 per issue in 2024.

At 8:59 p.m. a note was placed on the library's front entrance indicating that the Board meeting was still in progress and open to the public along with directions on how to attend.

CMPL 2023-27 strategic plan draft – On a motion from Mrs. Locke and seconded by Ms Pugh the Board approved the 2023-27 strategic plan.

The Board thanked Ms Morris for her outstanding work on the plan and as the library's Head of Communications & Strategy.

- IX. **Adjournment** – On a motion from Mrs. Silda and seconded by Mrs. Cummins the meeting was adjourned at 9:09 p.m.

Approved: April 19, 2023
Elizabeth Pugh, Secretary