

# Board of Trustees Meeting Agenda

Clinton-Macomb Public Library  
40900 Romeo Plank Road, Clinton Township, Michigan

June 19, 2024 – 6:30 p.m.

## SOUTH BRANCH

*Mission:*

*The Clinton-Macomb Public Library connects residents of all ages to resources that inform, educate, entertain and inspire.*

- I. Call to Order
- II. Adoption of the Agenda<sup>1</sup>
- III. Public Comment<sup>2</sup>
- IV. Presentations – None
- V. Approval of Minutes
  - A. May 15, 2024 Board meeting minutes [pp. 3-21]
- VI. Consent Agenda Items
  - A. May 2024 treasurer's report [pp. 22-24]
  - B. Updated organizational chart [p. 25]
  - C. June 2024 *Library Matters Monthly* [pp. 26-27]
  - D. June 2024 *Digital Download* [pp. 28-29]
  - E. June 2024 *Early Lit Tips* [pp. 30-31]
  - F. May 2024 *MLBPD Reading is for Everyone Monthly* [pp. 32-35]
  - G. Customer comment cards [pp. 36-42]
  - H. Press coverage [pp. 43-81]

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<sup>1</sup> Items may be added or removed prior to the adoption of the agenda. Unless requested to be removed for discussion, all items listed under Consent agenda are considered routine by the Board and will be enacted by one motion.

<sup>2</sup> Public comment is limited to 2 minutes per person. To be called upon to speak, a Public Participation Request Form must be completed and submitted in the tray on the counter before the end of the public comment portion of the agenda. The Board listens to but does not respond to public comment.

VII. Approval of Monthly Bills

- A. May 2024 checks totaling \$220,029.41 and electronic payments totaling \$518,903.23 [pp. 82-84]

VIII. Reports

- A. Library Director [pp. 85-91]

IX. Other Business [pp. 92-106]

- A. Request to purchase kiosk and laptops
- B. Strategic plan 2022-23 progress report
- C. Resolution authorizing replacement of transfer agent
- D. Request to use South Branch lease space
- E. Request to update policies
  - 1. BENA-1 – Workers’ Compensation Insurance policy
  - 2. BENR-1 Health Insurance policy
  - 3. BENR-2 Pension policy
  - 4. BENR-3 Vacation Leave policy
  - 5. BENR-4 Sick Leave policy
  - 6. BENR-5 Bereavement Leave policy
  - 7. BENR-7 Application for FMLA Leave form
  - 8. BENR-7 Leaves of Absence policy
  - 9. BENR-8 Disability Insurance policy
  - 10. BENR-9 Military leave policy
  - 11. BENR-11 Deferred Compensation policy
  - 12. GEN-4 Hiring policy
  - 13. GEN-5 At-Will Employment policy
  - 14. MISC-1 Personnel Records policy
  - 15. MISC-3 Credit Card policy
  - 16. PERF-3 Performance Evaluations policy
  - 17. PERF-4 Placement, Reassignment and Promotion policy
  - 18. WORK-2 Telework policy
  - 19. WORK-3 Accommodation of Disabilities policy
  - 20. WORK-5 Conflict of Interest policy
  - 21. FORM-B – Conflict of Interest Disclosure form
  - 22. WORK-6 Safety and Emergency Preparedness policy
  - 23. WORK-8 Use of Personal Vehicles policy
  - 24. WORK-9 Dress Code policy
  - 25. WORK-10 Children in the Workplace policy
  - 26. CIRC-1 Library Card policy
  - 27. GOV-4 Library Board bylaws
  - 28. MGT-2 Records Retention policy
  - 29. MGT-11 Study Room Use policy (formerly MGT-11 Study and Cannon Conference Room Use policy)

X. Adjournment