

## Clinton-Macomb Public Library

### Board of Trustees Meeting Minutes

January 17, 2024

- 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 17, 2024 in the Board Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was President Ruth Cummins.  
A quorum was present, including the following: Cheryl Cannon; Ruth Cummins; Lynda Locke; Elizabeth Pugh; Camille Silda; James Veal, Jr.; Amy Wille; ex-officio member Larry Neal; and guest Celia Mulder, Head of Collection Management and Co-System Administrator.  
Trustee Lori Scharich was excused.
- II. **Adoption of the Agenda** – On a motion from Mrs. Cannon and seconded by Mr. Veal the agenda was adopted as presented.
- III. **Public Comment** – There were no members of the public present.
- IV. **Presentation** – Mx Mulder provided an overview of how the team of professional librarians curate the library’s collections from selection to deselection. The Board thanked Mx Mulder for her excellent work.  
Mx Mulder left the meeting at 7:03 p.m.
- V. **Approval of Consent Agenda Items** – On a motion from Mrs. Wille and seconded by Mrs. Locke the Consent Agenda items were approved/received and filed:
  - December 20, 2023 board meeting minutes
  - December 2023 treasurer’s report
  - Approved, updated PERF-5 Separation from Service policy
  - Updated Library Board roster
  - Letter from US Senator Gary Peters regarding Main Library’s 20<sup>th</sup> Anniversary
  - Email from Trustee James Veal, Jr. regarding DIA transportation
  - Letter from American Library Association regarding director’s participation in Policy Corps UABB cadre
  - January 2024 *Library Matters Monthly*
  - January 2024 *Digital Download*
  - January 2024 *Early Lit Tips*
  - Winter 2024 *MLBPD Reading Is for Everyone*
  - January 2024 *Tips for Top-Notch Teachers*
  - Customer comment cards
  - Press coverage
- VI. **Approval of Monthly Bills** – On a motion from Mrs. Cannon and seconded by Mrs. Silda the December checks totaling \$515,141.50 and electronic payments totaling \$283680.82 were approved.

**VII. Reports –**

*Library Director* – Mr. Neal discussed his plans to temporarily fill the vacant Facilities Manager position via a contract with McCarthy & Smith for the services of Bill Butka who will serve as the field superintendent of the construction on the Main Library.

The report was received, reviewed and filed.

**VIII. Other Business**

*Preliminary results of bid packet 1* – Mr. Neal informed the Board that two bids had been received for the heat recovery chillers that will become part of the new HVAC system. These items were put out to bid since long lead times are anticipated. The equipment quote will become part of the larger HVAC bid which will be brought to the Board for final approval.

*Exterior masonry review* – The scope of work outlined in the report will be incorporated into the Main Library refresh project. On a motion from Mrs. Silda and seconded by Mrs. Wille the Board received, reviewed and filed the report.

*Proposed update to MGT-3 Financial Guidelines* – On a motion from Mrs. Wille and seconded by Ms Pugh the Board approved the proposed update to MGT-3 Financial Guidelines as amended.

*Authorized check signers* – The authorized check signers will remain Mrs. Cannon, Mrs. Silda, Mrs. Wille and Mr. Neal.

*Trustee appointments* – On a motion from Mrs. Silda and seconded by Mrs. Locke the Board directed Mr. Neal to send a letter to the Clinton Township Board of Trustees requesting that Mrs. Cannon and Mrs. Cummins be reappointed.

**IX. Adjournment** – On a motion from Mrs. Wille and seconded by Mrs. Silda the meeting was adjourned at 7:54 p.m.

Approved: February 21, 2024

Elizabeth Pugh, Secretary