

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

March 20, 2024

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:31 p.m., March 20, 2024 in the Board Room at 4090o 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; guests Jeannie Rivers, Head of Finance and Benefits; Lisa Hernandez, Payroll Specialist and Greg Soule, Kate Farwell and Jacob Boerner of Andrews, Hooper Pavlik, PLC.
- Trustee Lori Scharich was excused.
- II. **Adoption of the Agenda** – On a motion from Mrs. Cannon and seconded by Mrs. Silda the agenda was adopted as presented.
- III. **Public Comment** – There were no members of the public present.
- IV. **Presentations** – The team from Andrews, Hooper Pavlik, PLC presented the board report and audited financial statements for the 2022-23 fiscal year audit. The Board expressed its appreciation of the clean audit opinion to Ms Rivers and Ms Hernandez.
- On a motion from Mrs. Cannon and seconded by Ms Pugh the Board accepted the 2022-23 fiscal year audit as presented.
- Mr. Boerner, Ms Farwell, Ms Hernandez, Ms Rivers and Mr. Soule left the meeting at 7:13 p.m.
- V. **Approval of Consent Agenda Items** – On a motion from Mrs. Silda and seconded by Mr. Veal the January 17, 2024 Board meeting minutes were approved as presented and the remaining Consent Agenda items were received and filed:
- February 2024 treasurer’s report
 - Updated 2024 planning calendar
 - Responses to Open the Books Michigan annual FOIA requests
 - Email response to customer Angela Cope
 - March 2024 *Library Matters Monthly*
 - March 2024 *Digital Download*
 - March 2024 *Early Lit Tips*
 - February 2024 *MLBPD Reading Is for Everyone Monthly*
 - Customer comment cards
 - Press coverage

VI. **Approval of Monthly Bills** – On a motion from Mrs. Cannon and seconded by Mrs. Locke the February checks totaling \$450,823.95 and electronic payments totaling \$359,018.84 were approved.

VII. **Reports** –

Library Director – Mrs. Cannon reported that both she and Mrs. Cummins were reappointed by the Clinton Township Board of Trustees. Mr. Neal will send a thank-you letter to the Township. Mrs. Cummins and Mrs. Silda shared what they had learned at a recent workshop about parliamentary procedure and running a meeting. Going forward meeting and minutes changes will include:

- Minutes will be noted as approved and the remaining consent agenda items will be noted as received and filed
- A motion will not be required to approve the agenda if there is nothing unusual
- The minutes will no longer note the trustee seconding a motion
- A motion will no longer be required to adjourn the meeting if there is no further business

The report was received, reviewed and filed.

VIII. **Other Business**

Proposed updates to personnel policies – On a motion from Mrs. Wille the Board approved the updates to the following personnel policies as presented:

- PAY-1 Wage and Salary Administration
- PAY-2 Schedules
- PAY-4 Holiday Pay
- PAY-5 Emergency Closing

IX. **Adjournment** – The meeting was adjourned at 8:04 p.m.

Approved: April 17, 2024
Elizabeth Pugh, Secretary