Minutes from the Clinton Township Public Library
April 19, 2021

Call to Order: Kathy Adam at 7:00pm

Members Present: Kathy Adam, Lenore Binns, Nancy Wilt, and Paul Warr

Members Absent: Lauren Huston, Heather Rymanowicz

Public Present: Tamara Denby (librarian)

Approval of Agenda: Moved: Moved: Nancy Wilt. Seconded: Paul Warr. Motion carried.

Public Discussion: None

Approval of Past Minutes: Moved: Paul Warr. Seconded: Lenore Binns. Motion carried.

Friends Report: Aug. 2020 meeting minutes, approved in March, 2021 provided to the board. The Friends did not meet in April, 2021.

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- ProjectCREATE grant award and donation from Clinton United Methodist Church
- Elevator repair completion
- Staff training
- Upcoming patron programming
- Rising COVID-19 cases and in-person programming
- March patron, programming, and circulation statistics

Correspondence: None

Payment of Bills: Approved
Minutes from the Clinton Township Public Library
May 17, 2021

Call to Order: Kathy Adam at 7:03pm

Members Present: Lauren Huston, Heather Rymanowicz, Nancy Wilt, Paul Warr, Kathy Adam, Lenore Binns

Members Absent:

Public Present: Tamara Denby (librarian), Bonnie Peters, Deb Rutherford

Approval of Agenda: Moved: Paul Warr, Seconded: Lenore Binns. Motion carried.

Public Discussion: None

Approval of Past Minutes: Moved: Heather Rymanowicz, Seconded: Nancy Wilt. Motion carried.

Friends Report: None

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- Work room window coverings
- Landscaping is being done by a volunteer, Pat Butzke. Tamara will look into outdoor furniture
- Virtual and in person programming is happening
- Summer reading will kick off at Summerfest on June 12
- Continue to follow MIOSHA rules regarding masks

Correspondence: We are sending two thank you notes for donations.

Payment of Bills: Approved
New Business:

- Motion to approve adjustments to balance the budget. Motion by Paul Warr. Seconded by Nancy Wilt. Motion carried.
- Motion to approve the new tax rate. Motion by Nancy Wilt, Seconded by Heather Rymanowicz. Motion carried.

President’s Report: Tecumseh schools is looking for library furniture to furnish the libraries in their buildings as they rearrange their graders in buildings. Do we have anything in the basement they might be interested in.

Trustees Comments: None

Old Business: Policy Reviews and Revisions:

- Motion to accept the library card policy. Motion by Nancy Wilt. Seconded by Paul Warr. Motion carried.
- Motion to approve fines and fees policy with adjustment of room rental for $20/hour for both profit and non-profit groups. Motion by Paul Warr. Seconded by Nancy Wilt. Motion carried.

Adjournment: 8:03pm Motion by Nancy Wilt, Seconded by Heather Rymanowicz

NEXT MEETING: June 21, 2021 at 7pm at the library (unless rules change due to Covid)

Respectfully Submitted:

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Secretary, Heather Rymanowicz
New Business: Policy Revision Discussions

- Library cards
- Circulation

President’s Report: Next month’s meeting should be held outside for health, safety, and public accessibility reasons.

Trustee’s Comments: Nancy Wilt is pleased with the policy drafts submitted by Tamara Denby.

Adjournment: 8:06pm Motion by Nancy Wilt. Seconded by Paul Warr.

NEXT MEETING: May 17, 2021 at 7pm (Tate Park)

Respectfully Submitted:

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Secretary, Heather Rymanowicz

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Recorder, Tamara Denby
Minutes from the Clinton Township Public Library
June 21, 2021

Call to Order: Kathy Adam at 7:03pm

Members Present: Lauren Huston, Heather Rymanowicz, Paul Warr, Kathy Adam, Lenore Binns

Members Absent: Nancy Wilt

Public Present: Tamara Denby (librarian)

Approval of Agenda: Moved: Paul Warr, Seconded: Lenore Binns. Motion carried.

Public Discussion: None

Approval of Past Minutes: Moved: Heather Rymanowicz, Seconded: Lauren Huston. Motion carried.

Friends Report: Met last month and are having their book sales the first Saturday of the month again

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

   Tamara brought the following items to the attention of the board:

   - Replacing many light bulbs
   - Outreach for summer reading went well – 109 enrolled
   - Approval to purchase a canopy and banner for future outreach events. Motion was made by Paul Warr. Seconded: Heather Rymanowicz. Motion carried.
   - As of June 22, 2021 the library will return to full capacity and no mask requirements as ordered by the state of Michigan.

Correspondence: None

Payment of Bills: Approved
New Business: None

President’s Report: None

Trustees Comments: None

Old Business: Policy Reviews and Revisions:

- Motion to accept the circulation policy. Motion by Heather Rymanowicz. Seconded by Lauren Huston. Motion carried.

Adjournment: 8:03pm Motion by Heather Rymanowicz, Seconded by Paul Warr

NEXT MEETING: July 19, 2021 at 7pm at the library (unless rules change due to Covid)

Respectfully Submitted:

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Secretary, Heather Rymanowicz
Minutes from the Clinton Township Public Library

July 19, 2021

Call to Order: Kathy Adam at 7:01pm

Members Present: Nancy Wilt, Heather Rymanowicz, Paul Warr, Kathy Adam, Lenore Binns

Members Absent: Lauren Huston

Public Present: Tamara Denby (librarian)

Approval of Agenda: Moved: Nancy Wilt, Seconded: Paul Warr. Motion carried.

Public Discussion: None

Approval of Past Minutes: Moved: Paul Warr, Seconded: Heather Rymanowicz. Motion carried.

Friends Report: July book sale was huge success – record breaking sales.

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- Summer reading and ProjectCREATE have had many participants
- Outreach for summer reading at Manchester Farmer’s Market – attendance was low overall
- Library is being nominated for Library of Michigan Foundation’s State Library of Excellence Award.
- With all restrictions lifted the library is in need of volunteers to assist with shelving.

Correspondence: Letters of support for the Library of Excellence Award

Payment of Bills: Approved
New Business: None

President’s Report: Would a high school student work as a volunteer?

Trustees Comments: None

Old Business: None

Adjournment: 7:57pm Motion by Nancy Wilt, Seconded by Heather Rymanowicz

NEXT MEETING: August 16, 2021

Respectfully Submitted:

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Secretary, Heather Rymanowicz
Minutes from the Clinton Township Public Library  
August 16, 2021

Call to Order: Kathy Adam at 7:02pm
Members Present: Kathy Adam, Lenore Binns, Heather Rymanowicz, Paul Warr, Members Absent: Lauren Huston, Nancy Wilt
Public Present: Tamara Denby (librarian)
Approval of Agenda: Moved: Paul Warr, Seconded: Lenore Binns. Motion carried.
Public Discussion: None
Approval of Past Minutes: Moved: Heather Rymanowicz, Seconded: Paul Warr. Motion carried.
Friends Report: No report
Treasurer’s Report: Approved
Clerk’s Report: Approved
Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- New WiFi access point was installed in the basement by Paul Warr.
- A new ladder will be purchased
- August programming is focused on art.
- Two adult volunteers are assisting with shelving

Correspondence: Thank you note from an adult summer reading participant
Payment of Bills: Approved
New Business: None
President’s Report: None
Trustees Comments: None
Old Business: Tamara submitted the application for the Michigan Library of Excellence award

Adjournment: 7:32pm Motion by Heather Rymanowicz, Seconded by Lenore Binns

NEXT MEETING: September 20, 2021

Respectfully Submitted:

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Secretary, Heather Rymanowicz
Minutes from the Clinton Township Public Library
October 18, 2021

Call to Order: Kathy Adam at 7:00pm

Members Present: Kathy Adam, Lenore Binns, Heather Rymanowicz, Paul Warr, Nancy Wilt

Members Absent: Lauren Huston

Public Present: Tamara Denby (librarian), Barbara Merritt, Debbie Rutherford, Mike Walters

Approval of Agenda: Moved: Paul Warr, Seconded: Heather Rymanowicz. Motion carried.

Approval of Past Minutes: Moved: Nancy Wilt, Seconded: Paul Warr. Motion carried.

Public Discussion: Barb Merritt brought concerns to the board regarding the use of Taylor Swift on the library’s facebook page, and the singer’s political leanings. Barb says the township office has received complaints from residents.

Friends Report: Reviewed reports from July and August 2021

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- Work on the fire suppression system continues by Reeve’s
- Programming theme was pirates in September
- October programming focuses on fall and Halloween
- Outreach was done at the Fall Festival
Correspondence:

- An email was received letting the library know they were not chosen for the Michigan Library of Excellence Award
- The Clinton Local ran an article highlighting how the library is using grant funds
- The resignation of Lauren Huston from the library board was received. Motion to accept her resignation by Paul Warr, seconded by Nancy Wilt. Motion carried. The board expressed their gratitude for the time Lauren was able to serve. The board will appoint an interim board member at the November 15, 2021 meeting. The board will post the vacancy on the website and the bulletin board at the library. Interested candidates should attend the November meeting to discuss with the board why they want to join.
- Minutes from the Clinton Township special meeting were received. Tamara was asked to come to the township office on Friday October 15, 2021 at 10 AM to talk to Basil Greenleaf and Joann Steffens. This turned into a public meeting where Tamara was questioned about materials available at the library and the use of Taylor Swift on the library facebook page. The board has directed Tamara to remind the township to send any resident with a concern to the library board or Tamara. The township board does not oversee the library. As a result of the meeting Tamara did add a form on the library website allowing patrons to request purchasing of materials. Tamara intends to respond to each request with a resolution.
- An email from Amanda Cureton, resident and homeschooling parent, was received stating she has never felt imposing views from the library

Payment of Bills: Approved

New Business: Library Public Policies

Introduction: revisions were suggested, will review at the November meeting

Collection Development: Motion was made to approve the Collection Development policy by Paul Warr, seconded by Nancy Wilt. Motion carried.

President’s Report: None
prefer the library keep political figures that have influence over young people out of the spotlight.

**Payment of Bills:** Approved

**New Business:** Interim Trustee Interviews. Only one person expressed interest in the position. Debbie Rutherford submitted a letter of interest and attended the meeting. The motion was made to appoint Debbie Rutherford as the interim trustee beginning December 2021 through November 2022. Motion made by Heather Rymanowicz, Seconded by Paul Warr. Motion carried.

**President’s Report:** Reminder December meeting is our annual meeting and officers will be appointed. Requested Tamara prepare personnel budget for the next year also

**Trustees Comments:** None

**Old Business:** Discussion of policies. Tabled until December

**Adjournment:** 8:01 pm Motion by Heather Rymanowicz, Seconded by Nancy Wilt

NEXT MEETING: December 20, 2021

Respectfully Submitted:

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Secretary, Heather Rymanowicz
Minutes from the Clinton Township Public Library
November 15, 2021

Call to Order: Kathy Adam at 7:02pm

Members Present: Kathy Adam, Heather Rymanowicz, Paul Warr, Nancy Wilt

Members Absent: Lenore Binns

Public Present: Tamara Denby (librarian), Debbie Rutherford,

Approval of Agenda: Moved: Nancy Wilt, Seconded: Paul Warr. Motion carried.

Approval of Past Minutes: Moved: Paul Warr, Seconded: Heather Rymanowicz. Motion carried.

Public Discussion: None

Friends Report: No report, they meet later this week. They have donated $4,000 for the library to purchase materials

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- Work on the fire suppression system continues by Reeve’s
- Programming theme for November is Dino-Vember
- Will take part in Christmas in the Village during normal operating hours
- Outreach at private businesses was discussed and board will discuss a policy in the future

Correspondence:

- An email was received from Basil Greenleaf, Clinton Township Supervisor, discussing the meeting that was called with Tamara Denby in October to discuss the use of Taylor Swift on the library’s social media page. He would
Trustees Comments: None
Old Business: None
Adjournment: 8:19 pm Motion by Nancy Wilt, Seconded by Heather Rymanowicz
NEXT MEETING: November 15, 2021
Respectfully Submitted:

Secretary, Heather Rymanowicz
Minutes from the Clinton Township Public Library

December 20, 2021

Call to Order: Kathy Adam at 7:01pm

Members Present: Kathy Adam, Lenore Binns, Debbie Rutherford, Heather Rymanowicz, Paul Warr, Nancy Wilt

Public Present: Tamara Denby (librarian)

Approval of Agenda: Moved: Nancy Wilt, Seconded: Paul Warr. Motion carried.

Approval of Past Minutes: Moved: Heather Rymanowicz, Seconded: Paul Warr. Motion carried.

Public Discussion: None

Friends Report: Minutes from the October 21, 2021 meeting

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- Elevator phone was repaired and annual fees will be raising by 4.77%
- Looking into new ILS
- Programming has been well attended

Correspondence: None

Payment of Bills: Approved

New Business:

Election of Board Officers:
Move to elect the following: President – Nancy Wilt, Vice President – Paul Warr, Secretary – Heather Rymanowicz. Moved: Deb Rutherford, Seconded: Heather Rymanowicz. Motion carried.
Review of 2022-23 staff budget proposal:
Move to enter closed session to discuss staff. Moved by Nancy Wilt, Seconded by Deb Rutherford. Motion carried.
Move to return to open session. Moved by Paul Warr, Seconded by Nancy Wilt. Motion carried.
Move to accept the proposed salary budget proposal with the following adjustments: Director $47,000 and $11.50 from $11.25 for three assistants.

Discussion of possible ILS change:
Motion for Tamara Denby to move forward with the contract with Book Systems for Atrium and Unbound. Moved by Nancy Wilt, Seconded by Paul Warr. Motion carried.

Discussion of exterior lighting replacement:
Buildings and Grounds committee will give recommendations at the next meeting.

President’s Report: Kathy Adam announced she will be moving.

Trustees Comments: Everyone will miss Kathy.

Old Business: Motion to approve the adoption of the Public Policy Introduction and the Social Media Operations Policy. Moved by Paul Warr, Seconded by Nancy Wilt. Motion carried.

Adjournment: 8:32 pm Motion by Heather Rymanowicz, Seconded by Nancy Wilt

NEXT MEETING: January 17, 2022

Respectfully Submitted:

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Secretary, Heather Rymanowicz
Minutes from the Clinton Township Public Library
January 17, 2022

Call to Order: Nancy Wilt at 7:00pm

Members Present: Kathy Adam, Lenore Binns, Heather Rymanowicz, Paul Warr, Nancy Wilt

Absent: Deb Rutherford

Public Present: Tamara Denby (librarian)

Approval of Agenda: Moved: Paul Warr, Seconded: Kathy Adam. Motion carried.

Approval of Past Minutes: Moved: Kathy Adam, Seconded: Paul Warr. Motion carried.

Public Discussion: None

Friends Report: None

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- Discussed transformer charge for Village electric
- Patron will not return hotspot/large collection of materials
- Stuffed animal sleepover was a success
- Working on Summer Reading Program

Correspondence: None

Payment of Bills: Approved

New Business:
2022-2023 Budget Proposal
Motion to approve 2022-2023 budget as presented. Moved: Paul Warr Seconded: Nancy Wilt. Motion approved.

Electrical transformer and electric service fee: Tamara will discuss exact cost with Kevin Cornish before a decision will be made.

President’s Report: Nancy assigned committees:
Buildings & Grounds: Paul Warr & Deb Rutherford
Finance: Kathy Adam & Nancy Wilt
Personnel: Nancy Wilt & Deb Rutherford
Programs: Lenore Binns & Heather Rymanowicz
Technology: Paul Warr & Heather Rymanowicz

Trustees Comments: None

Old Business: None

Adjournment: 7:35 pm Motion by Heather Rymanowicz, Seconded by Paul Warr

NEXT MEETING: February 21, 2022

Respectfully Submitted:

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Secretary, Heather Rymanowicz
Minutes from the Clinton Township Public Library
February 21, 2022

Call to Order: Nancy Wilt at 7:00pm

Members Present: Kathy Adam, Lenore Binns, Heather Rymanowicz, Paul Warr, Nancy Wilt

Absent: Deb Rutherford

Public Present: Tamara Denby (librarian)

Approval of Agenda: Moved: Paul Warr, Seconded: Kathy Adam. Motion carried.

Approval of Past Minutes: Moved: Kathy Adam, Seconded: Paul Warr. Motion carried. With change to seconded by Kathy Adam from seconded by Nancy Wilt in budget approval from January meeting.

Public Discussion: None

Friends Report: Minutes from January 20, 2022

Treasurer’s Report: Approved

Clerk’s Report: Approved

Director’s Report: Approved

Tamara brought the following items to the attention of the board:

- DDA capture by Village was miscalculated, see correspondence for response
- Submitting grant to Library of Michigan for STEAM cart for library
- Many teens are using the library daily
- Fundraising for summer reading program is going well

Correspondence:

Letter from Township to notify us of increase to administrative services from $175/month to $200/month for the next seven years.
Letter from Kevin Cornish, Village Manager, reflecting the reimbursement of the DDA TIF

**Payment of Bills:** Approved

**New Business:**

**XBOX/Gaming Policy**
Motion to approve policy regarding use of Xbox and other gaming systems as presented. Moved: Lenore Binns Seconded: Paul Warr. Motion approved.

**2022-2023 Goals**
Tamara has updated the document to reflect what has been accomplished in 2021 and new goals for the upcoming year.

**2018-2021 Library Materials Depreciation**
New requirement from the GASB for libraries to note depreciation of materials will be handled by auditors.

**President’s Report:** Nancy Wilt expressed appreciation for Tamara’s continued hard work for the library.

**Trustees Comments:** Kathy Adam announced this will be her last meeting as a board member.

**Old Business:**

**Electrical transformer and electric service fee**
Motion to purchase the transformer from the Village. Moved: Kathy Adam. Seconded: Paul Warr. Motion approved.

**ILS Change**
In process. Staff will be trained on 2/25/2022. Will be live on 2/26/2022

**Exterior Lighting Replacement**
In process with Paul

**Action on overdues**
Board will follow the advice of Clare Membiela from the Library of Michigan to follow the Library Privacy Act, 1982, PA 455, MCL 397.603
Adjudgment: 7:56 pm Motion by Heather Rymanowicz, Seconded by Kathy Adam

NEXT MEETING: March 21, 2022

Respectfully Submitted:

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Secretary, Heather Rymanowicz