

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

July 20, 2016

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:38 p.m., July 20, 2016 in the Board Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Peter Ruggirello; the acting secretary was Mrs. Silda.

A quorum was present, including the following: Michael Deyak; Fred Gibson, Jr.; Michael Lotito; Peter Ruggirello; Camille Silda; Sharon Zielinski; and Ex-officio Larry Neal.

Trustees Barbara Brown and Elizabeth Pugh were excused.

Guest Kim van der Veen (via WebEx) was in attendance.

- II. **Adoption of the Agenda** – On a motion from Mr. Deyak and seconded by Mrs. Silda the Agenda was adopted as amended adding “Item VII. C. Purchase of barcode scanners,” and “Item VII. D. Purchase of shelving unit.”

- III. **Presentations** – Kim van der Veen from the Burgeon Group presented an overview of her firm and preliminary designs for an early literacy feature, portal walls/entry and puppet display for the South Branch.

Ms van der Veen left the meeting at 7:01 p.m.

- IV. **Consent Agenda** – On a motion from Mr. Lotito and seconded by Mr. Deyak the Consent Agenda items were approved/received and filed:

- June 29, 2016 board meeting minutes
- June 29, 2016 Technology Committee notes
- July 11, 2016 Policy Review Committee minutes
- June 2016 treasurer’s report
- Letter to Dick and Chris Winde regarding donation
- Letter to McGhie family notifying of donation
- Letter to St. Clair Shores Police OSS regarding donation
- Letter to Rika McGhie regarding donation
- Letter to Cheryl Focht notifying of titles
- Thank you note from Piece-Able Neighbors Quilt Guild
- Letter to Piece-Able Neighbors Quilt Guild regarding donation
- Letter banning three minors due to conduct
- Letter banning minor due to conduct
- July 2016 Library Matters monthly
- Customer comment cards
- Press coverage

- V. **Public Comment** – There were no members of the public present.

VI. Reports –

Finance and Audit Committee – Due to a lack of a quorum the Finance and Audit Committee did not meet. On a motion from Mr. Deyak and seconded by Mrs. Silda the June checks totaling \$351,330.40 and electronic payments totaling \$213,963.19 were approved.

Policy Review Committee – On a motion from Mr. Ruggirello on behalf of the Policy Review Committee the following policies were amended, added, and deleted as presented:

- CIRC-1 – Library Card Policy
- CIRC-X – Checkout Policy – (Will be numbered CIRC-2 and replaces CIRC-2 Loans and Renewals policy, CIRC-3 Holds policy, CIRC-4 Fines and Fees policy, CIRC-4 Kindle agreement (eliminated), CIRC-5 Lost or Damaged, Missing Pieces policy, CIRC-6 Claims Returned, Never Had policy)
- MGT-2 Records Retention Policy
- MGT-7 – Request for Reconsideration of Library Materials Policy and Form
- MGT-10 – Meeting Room Use Policy
- MGT-12 – Displays and Distribution of Non-library Materials Policy
- MGT-17 – Contractor Insurance Policy
- CUS-1 – Customer Service Policy
- INF-4 – Internet Access, Use and Safety Policy
- GSV-1 – Library Sponsored and Co-Sponsored Programs Policy
- GSV-3 – Proctoring Examinations Policy
- BENR-3 – Vacation Leave Policy
- BENR-4 – Sick Leave Policy
- BENR-10 – Life Insurance Policy (effective December 1, 2016)
- GEN-2 – Definitions Policy
- PAY-2 – Schedules Policy
- PAY-4 – Holiday Policy
- PAY-6 – Furlough Day Policy
- PERF-3 – Performance Evaluation Guidelines
- WORK-7 – Use of Technology Policy

Library Director – The report was received, reviewed and filed.

VII. Other Business –

Letter from the Suburban Library Cooperative (SLC) regarding Board representative – On a motion from Mr. Lotito and seconded by Mrs. Silda the Board commended Mrs. Brown for her many years of service representing CMPL on the SLC Board.

Study of potential Main Library drive-up window and parking lot expansion – On a motion from Mrs. Silda and seconded by Mr. Gibson the Board authorized Mr. Neal to secure proposals for architectural studies of both projects.

Purchase of barcode scanners – On a motion from Mr. Deyak and seconded by Mr. Lotito the Board authorized the purchase of 25 barcode scanners in an amount not to exceed \$7,865.

Purchase of shelving unit – On a motion from Mrs. Zielinski and seconded by Mrs. Silda the Board authorized the out-of-budget purchase of a shelving unit for the North Branch in an amount not to exceed \$6,156.90.

VIII. Adjournment – On a motion from Mr. Deyak and seconded by Mr. Gibson the meeting was adjourned at 7:31 p.m.

Approved: August 17, 2016
Camille Silda, Acting Secretary