

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

August 17, 2016

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:43 p.m., August 17, 2016 in the Board Room at 40900 Romeo Plank Road, Clinton Township, Michigan. The presiding officer was Peter Ruggirello.
- A quorum was present, including the following: Barbara Brown; Fred Gibson, Jr.; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Sharon Zielinski; and Ex-officio Larry Neal.
- Trustees Michael Deyak and Michael Lotito were excused.
- There were no guests in attendance.
- II. **Adoption of the Agenda** – On a motion from Mrs. Brown and seconded by Ms Pugh the Agenda was adopted as amended moving the customer comment card on page 72 of the Consent Agenda to Item VII. A.
- III. **Consent Agenda** – On a motion from Mrs. Brown and seconded by Mrs. Silda the Consent Agenda items were approved/received and filed:
- July 20, 2016 board meeting minutes
 - July 2016 treasurer's report
 - Letter to family members of Susan Phelps
 - Letter banning Brandon Parks due to conduct
 - Letter from Public Library Association regarding Project Outcome
 - July 2016 Library Matters monthly
 - Updated personnel policies:
 - o FORM-C – Emergency Information Form
 - o BENR-3 – Vacation Leave Policy
 - o BENR-4 – Sick Leave Policy
 - o BENR-10 – Life Insurance Policy
 - o GEN-2 – Definitions Policy
 - o PAY-2 – Schedules Policy
 - o PAY-4 – Holiday Policy
 - o PAY-6 – Furlough Day Policy
 - o WORK-7 – Use of Technology Policy
 - Updated service policies:
 - o CIRC-1 – Library Card Policy
 - o CIRC-2 – Checkout Policy
 - o CUS-1 – Customer Service Policy
 - o GSV-1 – Library Sponsored and Co-Sponsored Programs Policy
 - o GSV-3 – Proctoring Examinations Policy
 - o INF-4 – Internet Access, Use and Safety Policy
 - o MGT-2 – Records Retention Policy

- MGT-7 – Request for Reconsideration of Library Materials Policy and Form
- MGT-10 – Meeting Room Policy
- MGT-12 – Displays and Distribution of Non-library Materials Policy
- MGT-17 – Contractor Insurance Policy
- Customer comment cards
- Press coverage

IV. **Presentations** – There were no presentations.

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

VI. **Reports** –

Finance and Audit Committee – On a motion from Mrs. Brown and seconded by Mrs. Silda the July checks totaling \$106,168.32 and electronic payments totaling \$213,329.23 were approved.

Andrews, Hooper Pavlic PLC will be retained as the auditor for the 2015-16 fiscal year.

Director's Evaluation Committee – Mrs. Zielinski requested that all members have their evaluation forms completed by August 31.

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

VII. **Other Business** –

Customer comment card regarding the North Branch – Mr. Neal confirmed that reviewing and presenting the Board with options on how to increase service capacity to the northern part of the library district would be included as part of the strategic plan update.

The October 19 regular Board meeting will be held at the South Branch and the December 21 regular Board meeting will be held at the North Branch.

VIII. **Adjournment** – On a motion from Mrs. Silda and seconded by Ms Pugh the meeting was adjourned at 7:41 p.m.

Board of Trustees Meeting Minutes
Clinton-Macomb Public Library
August 17, 2016
Page 3 of 3

Approved: September 21, 2016
Elizabeth Pugh, Secretary