

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

October 19, 2016

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:31 p.m., October 19, 2016 in the Conference Room at 35679 South Gratiot Avenue, Clinton Township, Michigan. The presiding officer was Peter Ruggirello.
- A quorum was present, including the following: Barbara Brown; Michael Deyak; Fred Gibson, Jr.; Michael Lotito; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Sharon Zielinski; and Ex-officio Larry Neal.
- Guest Margaret Dekovich, South Branch Manager was in attendance.
- II. **Adoption of the Agenda** – On a motion from Ms Pugh and seconded by Mrs. Brown the Agenda was adopted as amended adding, “Amendment to GOV-4 Library Board Bylaws” as Item VII. B.
- III. **Approval of Consent Agenda Items** – On a motion from Mrs. Silda and seconded by Ms Pugh the Consent Agenda items were approved/received and filed:
- September 21, 2016 board meeting minutes
 - September 21, 2016 resolution certifying budget and millage
 - September 21, 2016 closed session board meeting minutes
 - September 2016 treasurer’s report
 - September 2016 Library Matters Monthly
 - Letter to Kevin White banning minor customer
 - Letter to minor customer banning due to conduct
 - Letter from the Library of Michigan regarding renaissance zone reimbursement
 - Note card from One Macomb regarding naturalization ceremony
 - Approved 2016-17 Fiscal Year budget
 - Approved 2017 Planning Calendar
 - Approved 2017 Action Plan
 - Updated CIRC-2 Checkout policy
 - Updated CUS-2 Code of Conduct policy
 - Updated GOV-3 Hours of Service policy
 - Updated MGT-2 Records Retention policy
 - Customer comment cards
 - Press coverage
- IV. **Presentations** – Ms Dekovich presented an update about the South Branch. The Board expressed its appreciation of the service of Ms Dekovich and the staff of the South Branch.
- Ms Dekovich left the meeting at 6:56 p.m.
- V. **Public Comment** – There were no members of the public present.

VI. Reports –

Finance and Audit Committee – On a motion from Mrs. Brown on behalf of the Finance and Audit Committee the September checks totaling \$224,070.97 and electronic payments totaling \$667,420.50 were approved.

On a motion from Mrs. Brown on behalf of the Finance and Audit Committee the September South Branch bond fund checks totaling \$3,855.49 were approved.

Library Director – Mr. Neal will review the impact of lowering the limit on the number of DVDs and Blu-Ray discs that may be checked out at a time. The report was received, reviewed and filed.

VII. Other Business –

Resolution on retirement of Marilena Gahman – On a motion from Mr. Lotito and seconded by Mrs. Silda the following resolution was adopted:

‘Whereas, Marilena Gahman was hired as one of our first Sunday substitute librarians at the first “new” South Branch on September 5, 2000, and then promoted to a part-time librarian at the Main Library on October 31, 2003 working in both the Adult Nonfiction and Popular Materials Departments, and

Whereas, Marilena has been aptly described as “intelligent, highly dedicated, loyal, generous, going above and beyond, always positive, approachable, and good humored,” and

Whereas, Marilena has served in the role as the “ambassador of the library,” to our international customers and has been the “go to librarian” for people with minimal English skills, and

Whereas, Marilena started the library’s first English as a Second Language collection, and

Whereas, Marilena has humbly and generously shared her expertise with countless colleagues through her work on the Suburban Library Cooperative’s International Collections’ Librarians Roundtable and Foreign Language Committee, and

Whereas, Marilena’s service and dedication was unwavering even when faced with a significant health issue, and

Whereas, Marilena will be greatly missed by the Library Board, staff, volunteers and customers alike for her strong work ethic, never-ending willingness to pitch in, strong desire to continue to learn, appreciation of her job, and her unwavering joy in serving the public,

Therefore, be it resolved that the Board of Trustees of the Clinton-Macomb Public Library extends its sincere gratitude and appreciation for Marilena’s service over the past fifteen years, and wishes her good

health and great happiness in her retirement as she “soars with the eagles” and “skis with the dogs.”

Amendment to GOV-4 Library Board Bylaws – On a motion from Mrs. Brown and seconded by Ms Pugh the bylaws were amended to add “Approval of Monthly Bills” as a standard agenda item following the Consent Agenda and remove from the Reports section of the agenda. The Treasurer’s Report will be incorporated into the Consent Agenda.

VIII. **Adjournment** – On a motion from Mr. Lotito and seconded by Ms Pugh the meeting was adjourned at 7:34 p.m.

Approved: November 16, 2016
Elizabeth Pugh, Secretary