

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

March 16, 2016

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:32 p.m., March 16, 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.; Michael Lotito; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Sharon Zielinski; and Ex-officio Larry Neal.
- Trustee Michael Deyak was excused.
- Guests Roger Hitchcock and Greg Soule from Andrews Hooper & Pavlik P.L.C. were in attendance.
- II. **Adoption of the Agenda** – On a motion from Ms Pugh and seconded by Mrs. Brown the agenda was adopted as amended to add item “Other Business VII. E. PAY-3 Compensatory Time and Overtime policy update.”
- III. **Fiscal year 2014-15 audit presentation** – Mr. Hitchcock and Mr. Soule presented the audited financial statements for the year ended November 30, 2015.
- Mr. Hitchcock and Mr. Soule left the meeting at 6:43 p.m.
- The report was received, reviewed and filed.
- IV. **Consent Agenda** – On a motion from Ms Pugh and seconded by Mrs. Brown the Consent Agenda items were approved/received and filed:
- February 17, 2016 board meeting minutes
 - February 2016 treasurer’s report
 - Letter to donor who wishes to remain anonymous
 - Letter to Cindy Morley notifying of titles purchased
 - Letter to honored customer who wishes to remain anonymous
 - Letter to Najla Mateen amending ban due to conduct
 - Letter warning Heidi Christopher about conduct
 - Letter to Friends of Macomb Township regarding donation
 - Letter banning Barbara Stewart due to conduct
 - Letter revoking ban of Brandon Parks due to conduct
 - Letter notifying Cheryl Focht of memorial donations received
 - Letter to Marlene Zeckzer regarding donation and titles
 - Letter to Nicholas Smyllycky regarding donation
 - Letter to Pat Tyro notifying of titles purchased
 - Letter to Ralph and Linda Lemieur regarding memorial donation
 - Letter to Sue Lewandowski regarding memorial donation
 - Letter to Wyandotte Middle School Sunshine Committee regarding memorial donation

- Letter to Beth Ann Wendt regarding memorial donation
- Letter to John and Lydia Steward regarding memorial donation
- Letter to Karen and Bob Wilson regarding memorial donation
- Letter to Linda Carnaghi regarding memorial donation
- Letter to Marie Abdalla regarding donation
- Letter to Rogulski family regarding memorial donation
- Letter to Sue Grenier regarding memorial donation
- Letter banning Durike Hall due to conduct
- Letter to Clinton Township Board regarding reappointments
- Letter banning Martin Wilhite due to conduct
- Letter warning Robert Cox due to conduct
- Letter banning Heidi Christopher due to conduct
- Letter to Cindy Morley notifying of title purchased
- Letter from Clinton Township regarding Blood Drive results
- Letter from FosterSwift regarding annual audit
- Approved Amended 2015-16 Salary Schedule
- March 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 – On a motion from Mrs. Brown on behalf of the Finance and Audit Committee the February checks totaling \$206,976.27 and electronic payments totaling \$417,680.79 were approved.

On a motion from Mrs. Brown on behalf of the Finance and Audit Committee Mr. Neal upon mutual agreement with Mr. Deyak was authorized to award contracts for the replacement of the network switching and firewalls as outlined in the RFPs issued under the E-Rate program.

On a motion from Mrs. Brown on behalf of the Finance and Audit Committee Mr. Neal was authorized to approve the purchase of a copier coin box in the amount of \$5,682.80 plus \$35 a month for credit card processing.

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

VII. **Other Business** –

Request for reconsideration of 50 Shades of Grey DVD – On a motion from Mrs. Brown and seconded by Ms Pugh the item will be retained in the library's collection.

Section 179D allocation to TMP for South Branch – On a motion from Mr. Gibson and seconded by Ms Pugh the Board authorized Mr. Neal to sign a

letter allocating the credits to TMP contingent upon TMP disclosing the final amount received.

CUS-2 Code of Conduct policy update – On a motion from Mr. Lotito and seconded by Mrs. Zielinski the Board approved the update to the policy as amended.

WORK-10 Children in the Workplace policy – On a motion from Mr. Lotito and seconded by Mrs. Silda the Board approved the policy as presented.

PAY-3 Compensatory Time and Overtime policy update – On a motion from Mr. Lotito and seconded by Mrs. Zielinski the Board approved the update to the policy as amended.

VIII. **Adjournment** – On a motion from Mr. Gibson and seconded by Mrs. Silda the meeting was adjourned at 7:48 p.m.

Approved: April 20, 2016
Elizabeth Pugh, Secretary