

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

June 29, 2016

- I. **Call to Order** – The regular meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:34 p.m., June 29, 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; Michael Deyak; Fred Gibson, Jr.; Michael Lotito; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Sharon Zielinski; and Ex-officio Larry Neal.

Guest Terri Dedischew, Head of Information Technology was in attendance.

- II. **Adoption of the Agenda** – On a motion from Mr. Deyak and seconded by Ms Pugh the Agenda was adopted as amended adding “Item VII. B. Director’s request to engage in outside employment,” and “Item VII. C. Updated CUS-2 Code of Conduct policy” moved from III. L. on the Consent Agenda.

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

- May 18, 2016 board meeting minutes
- May 2016 treasurer’s report
- Letter banning Brian Traskos due to behavior
- Letter to David Figuirski regarding donation and titles purchased
- Letter to Harry Tuckfield notifying of titles purchased
- Letter banning David Schoenherr due to behavior
- Letter to Eldon Wyly regarding donation
- Letter to Mrs. Dale Meghie notifying of donation
- Letter banning Barbara Stewart for sleeping at Main Library
- Approved Board Committee Assignments
- Updated CUS-2 Code of Conduct policy
- Updated GOV-4 Library Board bylaws
- Updated MGT-15 Local History Room policy
- Updated MGT-15 Local History Room guidelines
- June 2016 Library Matters monthly
- Customer comment cards
- Press coverage

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

Mr. Lotito joined the meeting at 6:39 p.m.

Mr. Gibson joined the meeting at 6:43 p.m.

V. **Presentations** – Terri Dedischew, the library’s new Head of IT was introduced to the Board. Mrs. Dedischew gave a brief presentation about a potential new technology item to be offered to the public.

VI. **Reports** –

Finance and Audit Committee – On a motion from Mrs. Brown on behalf of the Finance and Audit Committee the May checks totaling \$163,867.87 and electronic payments totaling \$226,925.17 were approved.

On a motion from Mrs. Brown on behalf of the Finance and Audit Committee an out of budget expenditure for window film for the South Branch not to exceed \$10,000 was approved.

On a motion from Mrs. Brown on behalf of the Finance and Audit Committee an out of budget expenditure for 21 office chairs not to exceed \$7,000 was approved.

Technology Committee – On a motion from Mr. Deyak and seconded by Mr. Lotito the proposal from Mrs. Dedischew to purchase 140 PCs and related software in the amount of \$180,820 was approved.

On a motion from Mr. Deyak and seconded by Mr. Lotito the proposal from Mrs. Dedischew to purchase software upgrade licenses for 77 PCs in the amount of \$7,459.39 was approved.

On a motion from Mr. Deyak and seconded by Ms Pugh the proposal from Mrs. Dedischew to purchase two servers in the amount of \$9,276.84 was approved.

Mr. Deyak reported that three firewalls will be purchased pursuant to the Board’s previous authorization for approximately \$30,000. Mrs. Dedischew indicated that the purchase will be eligible for an approximate 50% discount in E-Rate credits.

A quote will be obtained to expand the CCTV system installed at the South Branch as a replacement for the systems at the Main Library and North Branch.

Mrs. Dedischew left the meeting at 7:19 p.m.

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

VII. **Other Business** –

Study of Main Library lighting – On a motion from Mr. Lotito and seconded by Mrs. Brown the Board authorized Mr. Neal to hire an electrical engineer/architect to conduct a study of the Main Library’s lighting for possible conversion to LED in an out of budget amount not to exceed \$10,000.

Director’s request to engage in outside employment – On a motion from Mr. Lotito and seconded by Ms Pugh the Board authorized Mr. Neal to

engage in outside employment with the University of Michigan's School of Information.

CUS-2 Code of Conduct policy – Mrs. Brown recommended that a copy of the policy be made clearly visible for customers at all three buildings.

VIII. **Adjournment** – On a motion from Mr. Deyak and seconded by Mrs. Silda the meeting was adjourned at 7:42 p.m.

Approved: July 20, 2016
Elizabeth Pugh, Secretary