

Clinton-Macomb Public Library

Board of Trustees Meeting Minutes

August 20, 2008

- I. The regular monthly meeting of the Board of Trustees of the Clinton-Macomb Public Library was called to order at 6:45 p.m., August 20, 2008 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: Robert Anderson; Barbara Brown; Fred Gibson, Jr.; Michael Lotito; Elizabeth Pugh; Peter Ruggirello; Camille Silda; Sharon Zielinski and ex-officio member Larry Neal.

There were no guests in attendance.

On a motion by Mrs. Silda and seconded by Ms Pugh the agenda was amended to include the approval of the 2008-09 fiscal year budget.

- II. On a motion by Mr. Anderson and seconded by Mrs. Brown the proposed preamble and resolution for the proposed budget for fiscal year 2008-09 was approved as amended on a unanimous roll call vote.
- III. **Approval of Minutes** – On a motion from Mrs. Brown and seconded by Mrs. Zielinski the minutes of the July 16, 2008 meeting were approved.
- IV. **Treasurer's Report** – Mrs. Brown reviewed a corrected copy of the report with the Board. The report was received and filed.
- V. **Approval of Monthly Bills** – On a motion from Mrs. Brown on behalf of the Finance and Audit Committee the July 2008 expenditures totaling \$158,847.15 in checks and \$204,689.70 in electronic payments were approved.
- VI. **Public Comment** – There were no members of the public present.
- VII. **Communications** – The communications report was received, reviewed and filed.
- VIII. **Director's Report** – If requested Mr. Neal will write a letter indicating that our library frequently denies library cards to residents of Harrison Township since it does not fund a local library. Mr. Neal will contact the organizers of the Clinton Township Gratiot Cruise and indicate that they must fully disclose the intended use of the property and comply with the library's policies if access is to be granted in the future. The director's report was received, reviewed and filed.
- IX. **Committee Reports** –
- A. *Finance and Audit Committee* – The Merrill Lynch account is open and Mr. Neal will begin transferring funds as CDs expire. The Board acknowledged that the balance in the account may exceed one

million dollars. Mr. Neal will propose changes to the Investment Policy and add the Treasurer as an authorized user on the account. The Committee decided that an RFP would not be issued for audit services this year.

B. *Director's Evaluation Committee* – There was no business to report.

X. **Other Business**

A. *2009 Action Plan* – On a motion by Mrs. Brown and seconded by Mr. Lotito the plan was approved as presented.

B. *Public posting of Library Board agendas and minutes* – Agendas and minutes will now be posted on the library's website. Mr. Neal will experiment with sending Board packets electronically via PDF files. Mr. Anderson and Mrs. Zielinski will not receive paper packets in September.

C. *September 16 Reception for Don Green* – On a motion by Mr. Anderson and seconded by Mr. Lotito wine may be served to adults age 21 and over at the reception.

D. *South Branch lease* – On a motion by Mrs. Silda and seconded by Mrs. Brown the Board entered into closed session at 8:16 p.m. on a unanimous roll call vote for the purpose of considering the purchase or lease of real property.

On a motion by Ms Pugh and seconded by Mrs. Brown the Board returned to open session at 8:32 p.m.

XI. **Adjournment** – On a motion by Mrs. Zielinski and seconded by Mrs. Brown the meeting was adjourned at 8:33 p.m.

Approved: September 17, 2008

Elizabeth Pugh, Secretary