

**MINUTES**  
**SPECIAL BOARD MEETING**  
**December 28, 2009**

Public Present: None.

- 1) **Call to Order:** President Deschane called the meeting to order at 7:00pm
- 2) **Roll Call:** Members present: President John Deschane Trustee Shirley Keller  
Trustee Jo Di Volk Trustee Richard Kaminski  
Trustee Janis Porfilio Trustee Duane Swanson
- Members absent: Trustee Kurt Kostuch
- Also present: Marilyn L. Padgett, Clerk/Treasurer  
Mike Frievalt, Police Chief

Pres. Deschane declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Kaminski seconded by Trustee Porfilio, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Information Technology – Archiving Software Purchase & Budget Transfer:** Motion by Trustee Kaminski, seconded by Trustee Porfilio, to purchase archiving software, contingent on establishment of a vendor and price. **Discussion:** Board members discussed various options for archiving electronic records with Mike Frievalt. Mike recommended purchasing a package from Metalogix which includes file archiving (\$500) e-mail archiving (\$1500) and 3 years of annual support (\$900) for a total of \$2,900.00. He strongly recommended this software and had reviewed it extensively with the vendor. A 4 terra-byte storage device would be needed to properly archive records for several years, which he recommended purchasing from CDWG for \$2,042.36. Board members agreed it is important to have a reliable program to meet record retrieval and storage needs. **Motion Amended:** Motion by Trustee Kaminski, seconded by Trustee Porfilio, to amend the main motion to add purchasing the software from Metalogix for \$2,900.00 and a storage device from CDWG for \$2,042.36 and to amend the 2009 budget to transfer this amount from the Information Technology savings account to the general fund. Vote: Ayes: 5. Motion carried. **Vote on main motion as amended:** Ayes: 5. Motion carried.
- 5) **Adjournment:** Motion by Trustee Kaminski, seconded by Trustee Volk, to adjourn the meeting at 8:43pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer