

Comstock Township Library

Library Board Meeting

January 9, 2017

Amended minutes

BOARD MEMBERS PRESENT: Joe Calvaruso, Shari Donovan, ~~Karen Jameson~~, Jill LeBeau, Sue Marietta, Mardell Terpstra

ABSENT: Karen Jameson, Mardell Terpstra

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

CALL TO ORDER : The meeting was called to order by Trustee Calvaruso, acting chair.

PUBLIC COMMENT : N/A

APPROVAL/AMENDMENT OF THE AGENDA: Trustee LeBeau moved to accept the agenda as presented, Trustee Marietta seconded the motion, which passed.

MINUTES: Trustee Marietta moved to approve the minutes of the December 12, 2016 meeting as presented, Trustee Donovan seconded the motion. The motion passed.

TREASURER'S REPORT: Director Stuart pointed out that the book fines for November are not listed in the report, and bills for services rendered in 2016 that come in January will be paid from the 2016 budget. In the past we have not been able to get a final closing budget until after the audit.

BILLS PAID: Trustee LeBeau moved to approve the bills in the amount of \$31,541.56. The motion was seconded by Trustee Donovan and passed.

UNFINISHED BUSINESS

1) Fund Reserve Transfers: The Director advised the board that the transfers approved at the December Board meeting were not done because the 2017 budget was not yet in effect. The board reviewed the adjustments and concurred with the prior approval. The adult book budget adjustment will be \$3,300 instead of \$4,300.00.

COMMITTEE REPORTS N/A

DIRECTOR'S REPORT: : Trustee Marietta and Trustee LeBeau noted the cost of the Jazz Trio and Reindeer for the Holiday Open House. The director clarified that additional police were contracted as a result of the November 2016 millage.

NEW BUSINESS

1) Technology Plan: The director submitted the proposed Technology Plan for 2017-2020. The plan was created as part of the QSAC requirements and is a working document. After discussion Trustee Marietta moved approval, Trustee LeBeau seconded it and the plan was adopted.

2) Server Bid: The server bid proposed by IT Ahmed-Daud was presented. After discussion the board asked to have additional quotes.

3) The director reported that the Young People’s Librarian position has been posted to ALA, MLA and Michlib-1. The cutoff date is January 27th, 2017.

4) Project: Carpeting: The director explained the “Thread” electrical components and will proceed with getting carpet bids for carpet squares.

5) The director explained that Superintendent Hess has asked that we pay an administrative fee for payroll. After discussion on the cost, background information and information from Trustee Calvaruso on his experience with Mercantile, Trustee LeBeau moved to approve a payment not to exceed \$100.00 per month, Trustee Donovan seconded. The board approved \$100.00 per month for 2017, future arrangements will be determined. Director Stuart also noted that although she remembers the board approving to split the cost of plowing and mowing per the township’s request, she could find no formal motion in past minutes. Under discussion Trustee Marietta and Trustee LeBeau thought that 4 hours seemed to be high to plow the lot. Trustee Calvaruso moved to approve splitting the costs, however asked that we receive a detailed bill. Trustee Marietta seconded the motion which passed.

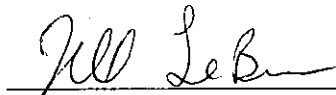
OTHER BUSINESS

The Board asked the Director to send a plant to Trustee Jameson’s husband with Get Well wishes. It was noted that Trustee Jameson has been on the board since

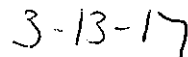
Trustee Calvaruso asked that the Board Plaque be updated. Director Stuart will work on this.

The board and director had a discussion on circulation figures, library trends, adult programming, the Kalamazoo Genealogy Society.

The meeting was adjourned at 7:40pm.



Jill LeBeau, Library Board Secretary



Date