

Comstock Township Library  
Minutes of the October 8, 2018  
Library Board Meeting

**BOARD MEMBERS PRESENT:** Joe Calvaruso, Shari Donovan, Dorothy Hatfield, Karen Jameson, Mardell Terpstra

**ABSENT:** Jill LeBeau

**STAFF:** Myla-Jean Stuart, Library Director, Joanna Hinga, library assistant.

**AUDIENCE:**

**CALL TO ORDER :** The meeting was called to order by Trustee Jameson at 7:00 p.m.

**PUBLIC COMMENT : NA**

**APPROVAL/AMENDMENT OF THE AGENDA:** Trustee Calvaruso moved approval of the agenda as presented, Trustee Hatfield seconded the motion. Motion passed.

**MINUTES:** There were no questions on the minutes of the September 5<sup>th</sup> Library Board Meeting. Trustee Donovan moved approval of the minutes, Trustee Calvaruso seconded the motion. Motion passed.

**TREASURER'S REPORT:**

1) Director Stuart informed the board that the Renaissance Distribution came in higher than expected, and per the Michigan Department of Treasury, there would be a Renaissance Distribution for 2019. This was not figured into the 2019 budget, so adjustments will need to be made in January.

2) The interest for September was \$38.33.

3) The Director pointed out that the Adult Librarians salary line was lower than it should be because the In Lieu Of payments are coming out of wages instead of the In Lieu of line. Brett will need to correct this when the new budget line numbers become active.

**BILLS:** Trustee Calvaruso moved approval of the bills in the amount of \$22,785.85, Trustee Donovan seconded the motion. Motion passed.

**UNFINISHED BUSINESS:**

1) Director Stuart reported that the skylight is still leaking after repairs were made by VanBeck's Roofing. She has called them to come out again.

2) Several of the old computers have sold. An advertisement will be put on Craigslist for the remainder once IT has wiped the memories.

3) Three individuals were interviewed for the Youth Librarian Position. The Director will offer the position to Elizabeth Rasberry, Youth Librarian at Livonia.

4) Trustee Jameson summarized the problems the Director is having with the Township

clerk, who was invited to the meeting but was unable to attend. Trustee Calvaruso and Trustee Donovan did not think the excuses regarding ADP were valid, as they have dealt with them in their jobs and not had problems. After discussion it was recommended that the Library Board President and the Director send a letter to the Clerk regarding the concerns for payroll and reports.

**COMMITTEE REPORTS : N/A**

**DIRECTOR'S REPORT:** There were no questions on the Director's report.

**NEW BUSINESS:**

1) The Director presented the 2019 calendar of Library Board Meeting dates and closings. She asked that the April Meeting be delayed until later that month due to her vacation. The Library Board decided to cancel the April Board Meeting due to proximity of the May meeting if rescheduled.

**OTHER BUSINESS:**

1) The Director reported that the Yard Sale had good weather for a change. 19 vendors signed up, 14 showed up. Trustee Jameson thought the turnout was good, and suggested next time the hours run 9-2.

2) Shred Day had 40 people show up, 38 from Comstock. For a first time event the board felt this was good, and would be in favor of repeating the event with the Township.

The meeting was adjourned at 7:30 p.m.

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Jill LeBeau, Library Board Secretary

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Date