

Comstock Township Library
Minutes of the December 10, 2018
Library Board Meeting

BOARD MEMBERS PRESENT: Shari Donovan, Dorothy Hatfield, Karen Jameson, Jill LeBeau,

ABSENT: Joe Calvaruso, Mardell Terpstra

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: Jo Hinga, Liz Raspberry, Jodi Stefforia

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 6:58 p.m.

PUBLIC COMMENT : NA

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

PRESENTATION: Jodi Stefforia explained the Downtown Development Association plan to update the Comstock Center Place Plan. The library has the option of opting into the tax capture for the DDA. The tax capture would be less than \$300.00 a year on the development areas and amount to approximately \$10,950.00 over 30 years. The library can opt in at any time. Trustee Jameson thanked Ms. Stefforia for the presentation, and when the full board is in attendance they will have a discussion on the proposal. Director Stuart will keep Ms. Stefforia informed.

MINUTES: Trustee LeBeau moved approval of the minutes as presented, Trustee Donovan seconded the motion. Motion passed.

TREASURER'S REPORT:

Director Stuart pointed out that the wage and salary figures were not up to date. In the future she suggested, and the board agreed, to mail the packets with a non-finalized Revenue and Expenditure Report and update it via email when it is completed.

There is an investment report from Treasurer Padgett. Trustee Donovan moved approval of the recommendations. Trustee LeBeau seconded the motion, which passed.

BILLS: Trustee Jameson noted that the larger Consumer Energy bill was not listed. Trustee LeBeau moved approval of the bills in the amount of \$20,158.02, Trustee Donovan seconded the motion. Motion passed.

UNFINISHED BUSINESS:

1. Director Stuart noted that the computer installation is complete and all but 5 computers have been reset to factory defaults. 14 computers have been sold.
2. New budget Line adjustments- Director Stuart explained the auditor's recommendation to only do interdepartmental adjustments if the Department Budgets were negative. The

Trustees agreed that this made sense. Trustee LeBeau moved to adopt this policy, Trustee Hatfield seconded the motion. Motion passed.

COMMITTEE REPORTS : N/A

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

NEW BUSINESS:

- 1) Budget Adjustments: With the new policy just adopted the Director asked for 2 budget lines amendments: Move \$3000.00 from the reserve fund to budget line 271-790-970 (Capital Outlay), and move \$3000.00 from the reserve fund to the 271-790-941 (Contingency). There have been additional expenses for the elevator and lights repair. Trustee LeBeau moved approval of the adjustments, Trustee Donovan seconded the motion. Motion passed.
- 2) The Director explained that the staff is exploring ways to increase circulation and membership, which has been declining not just at our library, but across all libraries. One of the ideas that came out of this was fine forgiveness, or an amnesty period. The enclosed proposal covers a new trend with several options. Since the Board packets were late in arrival the Board will discuss this at the January meeting. Both Trustee Jameson and Trustee Donovan were questioning the accountability of no fines.
- 3) The Director noted that in 2019 the Capital Improvement Plan was to recarpet and/or paint the Youth Department. In discussing the projects with the Youth Librarian, she had some additional ideas. One was replacing the JE shelves, the other was to replace the built in picture book shelves. Replacing the built-ins may require dry-walling, painting and possible pipe removal. The Director asked that a Committee meet to decide the most efficient way to proceed. She will contact Library Design for planning. Trustee Donovan, Trustee Jameson, Youth Librarian Liz and I will meet in the new year.
- 4) Please return the Director Evaluations to Trustee Jameson at the January meeting..

OTHER BUSINESS

- 1) The Holiday Open House went very well, with an estimated 370 people attending.
- 2) The Library Board was invited to the Staff Luncheon on Dec. 11.
- 3) The State Report has been finalized for 2017.
- 4) Trustee Jameson thanked the Library Board for all their work.
- 5) The Director noted that staff member Anita O'Halloran is recovering from Thyroid Surgery and is doing well.

The meeting was adjourned at 7:45 pm.

Jill LeBeau, Library Board Secretary

Date