

Comstock Township Library
Minutes of the
Library Board Meeting

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

ABSENT: Joe Calvaruso, Dorothy Hatfield

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

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: Director Stuart asked to have item 5 under New Business moved to number 3. Trustee LeBeau moved approval of the agenda as amended, Trustee Terpstra seconded the motion. Motion passed.

MINUTES: Trustee LeBeau moved approval of the minutes of the July 9, 2018 Library Board meeting as written, Trustee Donovan seconded the motion. Motion passed.

TREASURER'S REPORT: Director Stuart handed out the July 2018 Revenue and Expense Report and pointed out that the Clerical salary figures were not in the report. There were no questions on the report. Trustee Jameson pointed out that the library is in the seventh month and we have spent roughly 45% of the budget according to the report.

BILLS: Trustee Jameson pointed out that due to an error by the library, she was reimbursed more than she should have been for ALA. She has written a refund check which appears on the Income and Expense report. There were no other questions on bills. Trustee LeBeau moved approval of the July bills in the amount of \$18419.30, Trustee Donovan seconded the motion. Motion passed.

UNFINISHED BUSINESS:

COMMITTEE REPORTS :

- 1) Trustee LeBeau reported that the Wage and Salary committee recommended a 3% wage increase for 2019. COLA is expected to be 3%, and the increase would not adversely affect the budget for next year. After discussion Trustee LeBeau moved approval of the 3% wage increase, Trustee Terpstra seconded the motion.
- 2) The committee also updated the Wage Scale for 2019, revising the G2/Non-Library Professional pay scale. There is no one currently in the position, and the revision more accurately reflects the position. The director asked that the phrase Senior Librarian be changed to Librarian (Department Head) to accurately reflect the position. Trustee LeBeau moved adoption of the changes, Trustee Terpstra seconded the motion. Motion passed.

DIRECTOR'S REPORT: Trustee Jameson asked what the library is doing with the problem hotspots. Director Stuart reported that these are stored until we learn if the problem has been resolve.

NEW BUSINESS:

1) The Director distributed the draft version of the 2019 budget and noted that some items, such as insurance and utilities, are an estimate. The 2019 budget will be discussed at next meeting.

2) The Director requested that the position of Information Services Librarian be upgraded to Assistant Library Director and that Rachael Wiegmann receive the promotion and raise. Discussion regarded benefits to the Library and Rachael's great service record. Trustee Donovan moved approval of the request, with a prorated salary increase of \$2000.00. Trustee Terpstra seconded the motion, which passed.

3) The Director requested approval for the Youth Librarian to attend the ALSC conference if registration opens up again. She discussed benefits from previous conferences. Trustee LeBeau moved approval, Trustee Terpstra seconded the motion, which passed.

4) Director Stuart explained the following transfers and asked that they be approved; Trustee Donovan moved approval, Trustee LeBeau seconded the motion. Motion passed.

- The new computers have arrived. For payment of the new computers and power cables \$20,654.00 needs to be transferred from the fund reserve to budget line 797-970.1, Capital Outlay.
- For IT installation of the new computers \$3200.00 needs to be transferred from the fund reserve to budget line 797-93000 (Computer Maintenance).
- Departmental Transfer: For Hoopla (move from book budget to Electronic for tracking purposes) \$1000.00 from 793-73100 (Adult books) to 793-73700 (Electronic Resources)
- Transfer \$270.00 from 792-71610 to 790-71600 For Health Insurance 2018 (Director)
- Transfer \$413.00 from 792-71610 to 794-71600 For Health Insurance 2018 (Youth Librarian)
- For Mileage Transfer \$200.00 from 790-961(conference director) to 790-862(mileage director)
- For Mileage transfer \$405.00 from 791-961(conference-board) to 791-862 (mileage-board)
- Transfer \$693.00 from 792-71610 (Adult H.S.A) to 792-702 (Adult Librarian Wage)
- Transfer \$90.00 from 792-71610 (Adult H.S.A.) to 792-718 (Adult Librarian Pension)
- Transfer \$53.00 from 792-71610 (Adult H.S.A.) to 792-715 (Adult Librarian FICA/MC)

OTHER BUSINESS:

The September Board Meeting is scheduled for Wednesday, September 5th. There will be a budget workshop at 6:30 to go over any questions/changes. The 7:00 meeting will be our official budget hearing.

The meeting was adjourned at 7:40 *pm*.

Jill LeBeau, Library Board Secretary

Date