

Comstock Township Library  
Minutes of the September 5, 2018  
Library Board Meeting

**BOARD MEMBERS PRESENT:** Joe Calvaruso, Shari Donovan, Karen Jameson, Jill LeBeau, Mardell Terpstra

**ABSENT:** 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:** Trustee Jameson asked to add Budget discussion under the Treasurer's report. Trustee Calvaruso moved approval, seconded by Trustee Donovan. Motion passed.

**MINUTES:** There were no questions on the minutes. Trustee LeBeau moved to adopt the minutes of the August 13, 2018 minutes as written, Trustee Terpstra seconded the motion. Motion passed.

**TREASURER'S REPORT:** Budget: The Director reported that the August Revenue and Expense report was not up to date, having no salary/wage information. She also stated that the July payroll figures have not been updated, and that she had specifically asked the Clerk to have the information ready for the September 5<sup>th</sup> meeting. Trustee Jameson related several of the issues the library is having with the Clerk. After a discussion of the issues, the Director was authorized to invite the Clerk to the October 8<sup>th</sup> Library Board meeting to discuss these issues. Should this not occur the board will send a registered letter to the Clerk.

**BILLS:** There were no questions on the bills. Trustee Calvaruso moved approval of the bills in the amount of \$36,352.22, Trustee Donovan seconded the motion. Motion passed.

**UNFINISHED BUSINESS:**

1) Director Stuart apprised the board of the progress with the installation of new computers, acknowledging that IT is having a few issues with conflicting applications.

2) Trustee Jameson proposed the fee for copies be raised from 5 cents to 10 cents in January. The price has stayed the same for many years, but our costs are rising. After discussion Trustee Calvaruso moved that B&W copies be charged 10 cents for a single side, 20 for double sided, and color copies be charged 20 cents (single sided). Trustee Donovan

seconded the motion, which passed. To be considered next year is repealing the 5 free internet copies, with the exception of school work for students.

**COMMITTEE REPORTS : N/A**

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

**NEW BUSINESS:**

1) 2019 Proposed Budget: Director Stuart pointed out that the Renaissance budget line is \$0.00 for 2019, and several lines have been consolidated. After discussion Trustee Donovan moved approval of the budget as presented, Trustee LeBeau seconded the motion. Motion passed.

2) The Director updated the board on the sky light, which is once again leaking. She has contacted 3 companies to fix the leak and advise us of the condition of the rest of the skylight. As she will be on vacation, Assistant Director Rachael Wiegmann will be managing this and will call Trustee Jameson for consultation. Trustee Calvaruso made a motion to preapprove up to \$2000.00 to be used for immediate repair of the sky light, anything over would have to go before the board. Trustee Donovan seconded the motion. Motion passed.

3) Faronics: Director Stuart presented the 5 year contract with Faronics for a cloud based system for Deep Freeze. This will help IT manage some problems remotely, and provides for virus coverage. In signing a 5 year contract we saved \$1297.80.

**OTHER BUSINESS:** The Board wished the Director good times on her vacation. Director Stuart updated the Board on the condition of an employee's husband, who was seriously injured in a car accident.

The meeting was adjourned at 7:45 *pm*.

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Jill LeBeau, Library Board Secretary

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Date