

**Comstock Township Library
Board of Trustees Meeting Minutes**

October 14, 2019

Board Members Present: Joe Calvaruso, Shari Donovan, Karen Jameson, Mardell Terpstra

Absent: Dorothy Hatfield, Jill LeBeau

Staff: Director Emily Kubash

Audience: Jo Hinga, Jodi Stefforia, Comstock Township DDA board member

Call to Order : Trustee Jameson called the meeting to order at 7:02 p.m., October 14, 2019 in the Heritage Room, 6130 King Highway, Comstock Township, Michigan.

Public Comment: There were no public comments.

Approval/Amendment of the Agenda: On a motion from Trustee Terpstra and seconded by Trustee Donovan, the agenda was adopted as presented.

Minutes: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the minutes of the September 9, 2019 regular meeting.

Treasurer's Report: Trustee Jameson noted that budget expenditures were at 54% with three months left in this budget year and that the library had received 94% of its income.

Bills: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the September checks and payments totaling \$31,207.48. Trustee Calvaruso noted that it would be helpful if the bills noted to which vendor a credit card payment was made.

Unfinished Business

Ceiling Tiles - Director will contact John May with May Construction to move forward on ceiling tile asbestos testing and replacement options.

Skylight - Director will contact contractors for estimates on skylight repair options.

Budget line adjustments within a department – The board will review proposed interdepartmental or fund reserve budget adjustments, otherwise budget lines will be managed on a departmental level, with the department total being the bottom line. In other words, it is OK to have a line item in the red as long as the department as a whole isn't in the red.

DDA Opt-In – Jodi Stefforia, Comstock Township Planning & Zoning Administrator, addressed the board regarding the DDA plan. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the library opting in to the DDA tax capture for a 15 year period.

Continuing business with Steve Muth – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the Director to review and recommend edits to the Comstock Township Employee Handbook. These edits will be reviewed by the Board and then by Mr. Muth for final consideration. The Library will not keep Mr. Muth on retainer for future HR consultation, except by special approval from the board.

Committee Reports : There were no committee reports.

Director's Report: The director's report was reviewed, discussed, and filed.

New Business

2020 Proposed Library Calendar – On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved the 2020 Library Calendar as proposed moving the January board meeting to Monday, January 20, 2020.

On a motion from Trustee Terpstra and seconded by Trustee Donovan, the board approved the 2020 Library Calendar as proposed, closing the library on Friday, July 3 and Saturday, July 4, 2020.

Proposed updates to Service Policy – Volunteers 4.9 – On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved the proposed updates to the volunteer policy.

MLA Leadership Academy 2020 – On a motion from Trustee Calvaruso and seconded by Trustee Terpstra, the board approved sending Rachael Wiegmann to the MLA Leadership Academy.

Public Library Association conference 2020 – On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved sending Emily Kubash to the Public Library Association conference.

Record Automatic Doors inspection contract – The board declined the proposed contract for the annual door inspection.

Other Business: There was no other business.

The meeting adjourned at 7:37 p.m.

Jill LeBeau, Library Board Secretary

Date