

Comstock Township Library
Board of Trustees Meeting Minutes
December 9, 2019

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

Absent: Jill LeBeau

Staff: Library Director

Audience: Liz Castleberry, Jo Hinga, Alyssa McCarty

Call to Order: The meeting was called to order by Trustee Jameson at 7:02 p.m.

Public Comment: There were no public comments.

Approval/Amendment of the Agenda: Director made the following amendments to the agenda: add *Bank of America Accounts* and *Wage and Salary Scale* to Unfinished Business. Trustee Donovan made the following amendment to the agenda: add *Fine Free* to New Business. On a motion from Trustee Donovan and seconded by Trustee Terpstra, the agenda was adopted as amended.

Minutes: On a motion from Trustee Hatfield and seconded by Trustee Donovan, the board approved the minutes of the November 12, 2019 regular meeting.

Treasurer's Report: Trustee Jameson noted that budget expenditures were at 72%.

Bills: On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the November checks and payments totaling \$39,685.70. Director confirmed that the Lost MelCat Item was from the Michigan eLibrary (MEL) statewide loaning system in which Comstock Township Library participates.

Unfinished Business:

Youth Renovation Update – The renovation work has been completed except for the installation of a wall-mounted work table in the young adult area. May Contracting will be providing an estimate to complete this project. The carpet work has been completed with the final bill yet to be paid.

Bank of America Accounts – There are still two open BOA credit card accounts. Director presented a letter to be signed by two Trustees requesting BOA close these open accounts. Letter was signed by Trustee Jameson and Trustee Calvaruso.

Wage and Salary Scale – Director requested confirmation that a 2020 pay increase had been board approved. On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved a 3% pay increase for employees beginning January 1, 2020.

Committee Reports: There were no committee reports.

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

New Business:

Library card policy update including student library cards proposal – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the updated library card policy as presented. Director confirmed that the student library card initiative would be reviewed one year after implementation.

Uninterrupted power supply / battery backup unit purchase – On a motion from Trustee Calvaruso and seconded by Trustee Terpstra, the board approved the purchase of a new UPS system to be installed by Clark Technical Services.

Budget adjustments – On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved carrying over the remaining amount in the capital outlay line item budget into 2020 to allow for the completion of the youth services renovation work.

Fine free – Trustee Donovan noted that many public libraries are moving to a fine free structure. After discussion, Trustee Jameson requested the director put forth a proposed fine free policy as well as a modified, but not completely fine free, policy for consideration at the January 2020 board meeting

Other Business: There was no other business.

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

Jill LeBeau, Library Board Secretary

Date