

Comstock Township Library  
Minutes of the August 16, 2019  
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:** Traci Scarbrough, Liz Rasberry, Lauren Arnsman, Steven Muth

**CALL TO ORDER :** The meeting was called to order by Trustee Jameson at 6:30 p.m.

**PUBLIC COMMENT : NA**

**APPROVAL/AMENDMENT OF THE AGENDA:** Director Stuart added the September Budget Meeting to the Agenda under New Business.

**MINUTES:** Trustee Terpstra moved approval of the minutes of the July 8<sup>th</sup> 2019 Library Board Meeting. Trustee Donovan seconded the motion. Motion passed.

**TREASURER'S REPORT:** Trustee Jameson noted that the budget expenditures were under 50% at the end of the seventh month. Director Stuart noted that interest income was very good, and that the penal funds came in approximately \$250.00 less than budgeted.

**BILLS:** Trustee Calvaruso moved approval of the bills in the amount of \$9,573.91, Trustee Donovan seconded the motion. The motion passed.

**UNFINISHED BUSINESS:**

1) Director Stuart reported that the board meeting is being held in the story hour room because the remodeling of the Youth department has begun

**DIRECTOR'S REPORT:**

There were no questions on the Director's Report. Library Board President Jameson thanked the Director for her years of service and gave her a retirement gift on behalf of the board.

**NEW BUSINESS:**

1) Policy Manual updates: The director went through the various employee policy manual updates. After discussion as to whether or not these had been vetted by the attorney, the Director was asked to send the employee manual and updates to Steve Muth for review.

2) The Board approved the Youth Librarian attending the YALSA meeting

3) Director Stuart explained that she had procured credit cards through Mercantile Bank after discussions with Trustee Jameson and Treasure Padgett. These Visa cards were set up for automatic payments. The Bank of America cards would no longer be used. After discussion on credit limits of \$3,000 and \$5000.00 and the borrowing of money, Trustee Calvaruso asked that the Director obtain documents from the Treasurer regarding the cards. Trustee Calvaruso will send the Director an employee release statement for using credit cards. The Director is to collect the new cards and not use them until further notice. The use of the Bank of America cards is still approved.

4) The budget is ready to be presented at the September 9<sup>th</sup>, 2019 Library Board Meeting. It was decided to have a 6:30 budget hearing and a 7:00 meeting.

**OTHER BUSINESS:**

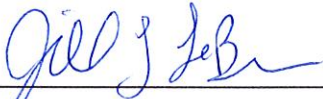
1) The Community Yard Sale will be held on Saturday, September 14, 2019. Registration will begin September 1.

2) The library was awarded a Fetzer Grant in the amount of \$3000.00 for the purchase of 10 more hotspots.

Trustee Calvaruso moved to go into closed session to discuss personnel issues, Trustee Donovan seconded the motion. The motion was approved and the board went into closed session at 7:00 pm.

Trustee Calvaruso moved to come out of closed session at 9:55pm. Trustee Donovan seconded the motion, which passed.

The meeting was adjourned at 10:00 pm.



Jill LeBeau, Library Board Secretary



Date