

Comstock Township Library
Minutes of the September 9, 2019
Library Board Meeting

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

ABSENT:

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: Emily Kubash, Joanna Hinga, Traci Scarbrough, Brett Padgett

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 Calvaruso approved the agenda as presented, Trustee Donovan seconded the motion. Motion passed.

MINUTES: There were no questions on the minutes. Trustee Calvaruso moved approval of the minutes of the August 19, 2019 Library Board meeting, Trustee Hatfield seconded the motion. Motion passed.

TREASURER'S REPORT: Township Treasurer Padgett explained the interest status of several of the Fund Reserve Accounts and answered questions from the Library Trustees concerning interest forecasts. He recommended moving funds from the Municipal Fund to the Chemical Money Market fund if interest fell below 2%. Trustee Calvaruso made the motion the allow Treasurer Padgett to execute a move of funds if the interest fell below 2%, Trustee Donovan seconded the motion, motion passed. Trustee Padgett explained the process of obtaining the Mercantile bank cards. After discussion Trustee Calvaruso moved to approve the total credit limit of the library to \$20,000.00, should it be needed. Trustee Donovan seconded the motion, motion passed. The Library Board thanked Treasurer Padgett for his efforts.

Director Stuart reported that the Renaissance check came in at \$31,678.67.

BILLS: Trustee Calvaruso moved to approve bills in the amount of \$43,262.81, Trustee LeBeau seconded the motion. Motion passed. Questions were answered regarding Clark Technical Services, Rostam Ahmed-Doud (both IT) and the copy machine.

UNFINISHED BUSINESS:

1) New Director: Emily Kubash was introduced as the incoming Director. Emily will be attending the New Director's Workshop. After discussion Trustee Donovan moved that the new director be approved for a salary of \$57,000, and included in her benefit package, effective upon hire, \$3000.00 payment in lieu of insurance prorated, and 3 weeks vacation prorated. Trustee LeBeau seconded the motion, motion passed.

2) Youth Remodel: Carpeting is partially done and the old shelving has been removed. Painting has started as well.

3) Policy Manual Update- no response from Mr. Muth to date

4) Lighting update: Webster Electric was able to get a rebate from Consumer's Energy for the lights that were updated. The refund lowered the price from \$7,850.83 to \$5926.90, a savings of \$1933.93.

COMMITTEE REPORTS : N/A

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

NEW BUSINESS:

1) 2020 Budget: Trustee Donovan moved to accept the 2020 budget with the changes to the Director's benefits, interest and contingency reports. Trustee Hatfield seconded the motion, motion passed.

OTHER BUSINESS:

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

Jill LeBeau, Library Board Secretary

Date