

Comstock Township Library
Board of Trustees Meeting Minutes
January 20, 2020

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

Absent: Dorothy Hatfield, Jill LeBeau

Staff: Library Director Emily Kubash

Audience: Liz Castleberry, Jo Hinga, Alyssa McCarty

Call to Order: The meeting was called to order by Trustee Jameson at 6:59 p.m.

Public Comment: There were no public comments.

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

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

Treasurer's Report: The treasurer's report was reviewed.

Bills: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the December checks and payments totaling \$17,887.82

Unfinished Business:

Budget amendment for completion of youth services restoration – Several projects from the youth services department renovation were not completed and billed by the end of 2019. Director Kubash explained that since a new budget year has started, a budget amendment was needed to move monies from fund reserve into the capital outlay budget line so that the remaining bills can be paid. On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved a transfer of \$26,700 from fund reserve to the capital outlay budget line.

YS renovation update – Director Kubash reported that as of the meeting date all projects have been completed except for the mounting of the YA worktable. The Director will call May General Contracting in an effort to move forward on this last project.

Committee Reports: There were no committee reports.

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

New Business:

Long range planning committee – The 2020 long range planning committee will include Trustee Donovan, Trustee Jameson, and Director Kubash. A date will be set for the first committee meeting.

Checkout policy proposals – Trustee Jameson inquired as to whether staff had been apprised of the proposed changes. Director Kubash noted that the proposed changes were reviewed and discussed with the Department Heads as well as the circulation staff. Trustee Calvaruso asked if reports could be run periodically to assess the impact on the collection of going fine free. Director Kubash confirmed that an automation system report could be run periodically to determine the number of overdue items.

On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved the Checkout, Renewal, & Replacement Policy (Plan A) making most library materials fine free.

On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the Interlibrary Loan Policy and Miscellaneous Fees & Payments Policy.

Computer/Network system testing and updates – After discussion it was decided to forego the three bid process for the IT cabling and clean-up work as Esper Electric is a preferred vendor of our contracted vendor, Clark Technical Services. It was discussed to add a contingency to this project budget in case there is any bad cabling that needs to be replaced. On a motion from Trustee Terpstra and seconded by Trustee Donovan, the board approved all three proposed projects and a transfer of \$13,000 from fund reserve to the capital outlay budget line.

Other Business: Trustee Terpstra inquired as to how much patrons were using Hoopla. Director Kubash said that it was regularly used and that the statistics were combined with those from Overdrive in the monthly statistical report. Director Kubash indicated that the statistics for each service could be broken out in the 2019 annual summary to come later this year.

The meeting was adjourned at 7:23 p.m.

Jill LeBeau, Library Board Secretary

Date