

Comstock Township Library
Board of Trustees Meeting Minutes
February 10, 2020

Board Members Present: Shari Donovan, Dorothy Hatfield, Karen Jameson, Jill LeBeau

Absent: Joe Calvaruso, Mardell Terpstra

Staff: Library Director Emily Kubash

Audience: There were no members of the public present.

Call to Order: The meeting was called to order by Trustee Jameson at 7:04 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the minutes of the January 20, 2020 regular meeting.

Treasurer's Report: The treasurer's report was reviewed. Director Kubash noted that the report did not yet fully reflect all the January bills. Trustee Jameson noted that the Computer & Software Services budget was already at 55% spent. Director Kubash responded that it is due to the annual bill for the library's automation system being paid in January.

Bills: Trustee Jameson asked about the tax refund in the amount of \$352.22 paid to Kalamazoo County. Director Kubash will report back on the charge details at the March board meeting. On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved the December 2019 checks and payments totaling \$9,302.93 and the January checks and payments totaling \$58,170.69.

Unfinished Business: There was no unfinished business.

Committee Reports: The long range planning committee presented minutes from the committee meeting. After discussion, it was decided to move the LED light replacement project from 2022 to 2020 to coincide with the ceiling tile replacement project. A bookmobile need analysis and feasibility study was added to 2022. On a motion from Trustee LeBeau and seconded by Trustee Hatfield, the proposed long range plan was adopted as amended.

Director's Report: The director's report was reviewed, discussed, and filed. Trustee Donovan and Trustee Jameson are planning to attend the ALA Chicago conference in June 2020.

New Business:

Proposed updates for 4.4 Rules of Conduct for Library Use Policy and 4.5 Disruptive Patron Policy – On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved the proposed Code of Conduct Policy, Appeals Process for Disciplinary Action Policy, and Unattended Child Policy as presented.

Unicorn Carnival – On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the library hosting the Unicorn Carnival program.

Other Business: Director Kubash handed out an information sheet on a Trustee Alliance workshop being held at the Portage Public Library on March 27, 2020. Director Kubash also handed out an information sheet on the 2020 election process for board trustees.

The meeting was adjourned at 7:27 p.m.

Jill LeBeau, Library Board Secretary

Date