

Comstock Township Library
Board of Trustees Meeting Minutes
March 9, 2020

Board Members Present: Joe Calvaruso, Dorothy Hatfield, Karen Jameson, Jill LeBeau

Absent: Shari Donovan, 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 7:02 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee LeBeau and seconded by Trustee Hatfield, the board approved the minutes of the February 10, 2020 regular meeting.

Treasurer's Report: Director Kubash noted that the reimbursement made to Kalamazoo County in January was for a taxpayer refund. It was also noted that the salary budget lines for 2020 have not yet been updated, as well as the capital outlay budget line. Treasurer Padgett is working to remedy both issues.

Bills: Trustee Jameson inquired as to the Amazon refunds issued to the Youth Services Department credit card. Director Kubash said these were for downloadable videogames that were ordered accidentally and have since been returned. On a motion from Trustee Calvaruso and seconded by Trustee Hatfield, the board approved the December 2019 checks and payments totaling \$67.64 and the February checks and payments totaling \$21,135.34.

Unfinished Business:

Ceiling tile replacement – Director Kubash shared John May's findings that the ceiling tile samples were asbestos free. Trustee Hatfield and Trustee Calvaruso stated they felt a second estimate was warranted due to the high cost of the project. Director Kubash will work to find another company to provide a quote.

Youth services renovation update – Director Kubash noted the YA worktable installation is set to be finished in March. The worktable did need to be relocated as the wall it was originally to be mounted on was deemed too unstable for its weight.

Committee Reports: There were no committee reports.

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

New Business:

Conference attendance – On a motion from Trustee LeBeau and seconded by Trustee Calvaruso, the board approved Beth Dowson attending the Rural & Small Libraries conference in April 2020 and Alyssa McCarty attending the ALA conference in June 2020.

Photocopier/Printer contract – The proposals were discussed. Trustee Hatfield and Trustee Calvaruso were inclined to purchase the machines outright due to the lower overall cost. Director Kubash will work to adjust the quotes as appropriate and bring this agenda item to the April board meeting for a decision.

Other Business: Director Kubash handed out an information sheet on a Trustee Training opportunity with Shirley Bruursema at Paw Paw District Library on March 21, 2020.

The meeting was adjourned at 7:31 p.m.

Jill LeBeau, Library Board Secretary

Date