

Comstock Township Library
Board of Trustees Meeting Minutes
July 13, 2020

Board Members Present: Shari Donovan, Karen Jameson, Jill LeBeau, Mardell Terpstra

Absent: Joe Calvaruso, Dorothy Hatfield

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 7:03 p.m.

Public Comment: There was no public comment.

Approval/Amendment of the Agenda: Director Kubash made the following amendments to the agenda: add *Paid Time Off Carryover* and *Revision for Pandemic Preparedness & Response Phased Reopening Plan Policy – MGMT2* to New Business. On a motion from Trustee Terpstra and seconded by Trustee Donovan, the agenda was adopted as amended.

Minutes: On a motion from Trustee Terpstra and seconded by Trustee Donovan, the board approved the minutes of the June 8, 2020 regular virtual meeting.

Treasurer's Report: Director Kubash noted that the audit report shows the library's fund balance totaled \$868,517 at the end of 2019. Director Kubash also noted that she can email the full audit report to any Trustee who would like to review it.

Bills: On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved the June 2020 checks and payments totaling \$21,992.61. Director Kubash will talk with Superintendent Hess for a more detailed breakdown of the Fund Administrative Fee Calculation charge. The board would like to see a breakdown by Township employee name and tasks completed on behalf of the library.

Unfinished Business: On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved the proposal from Cornerstone Technologies and approved a transfer of \$13,397 from fund reserve to the capital outlay budget line for the purchase of two photocopiers and two printers.

Committee Reports: There were no committee reports.

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

New Business:

Salary & Wage Committee – The 2020 salary & wage committee will include Trustee Donovan, Trustee Jameson, and Director Kubash. A date will be set for the first committee meeting.

Paid Time Off Carryover – Director Kubash explained that staff members have an abundance of paid time off to use in 2020 due to the library being closed for several months. She proposed allowing staff to roll over all time banks from 2020 into next year, giving staff another year to use the time. On a motion from Trustee LeBeau and seconded by Trustee Donovan, the board approved allowing paid time off banks to roll over into 2021.

Revision for Pandemic Preparedness & Response Phased Reopening Plan Policy MGMT 2 – On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved the policy revision for the *Pandemic Preparedness & Response Phased Reopening Plan Policy*.

Other Business: There was no other business.

The meeting was adjourned at 7:44 p.m.

Jill LeBeau, Library Board Secretary

Date