

Comstock Township Library
Board of Trustees Meeting Minutes
October 11, 2021

Board Members Present: Andrea Clark, Shari Donovan, Karen Jameson, Felicia Sidney (attending remotely by phone)

Absent: Joe Calvaruso, Dorothy Hatfield

Staff: Emily Kubash, Library Director

Audience: none

Call to Order: The meeting was called to order by Trustee Jameson at 7:00 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Donovan and seconded by Trustee Clark, the board approved the minutes of the September 13, 2021 regular meeting.

Treasurer's Report: The Treasurer's Report was discussed.

Bills: On a motion from Trustee Donovan and seconded by Trustee Clark, the board approved the September 2021 checks and payments totaling \$52,852.15.

Unfinished Business:

Shred Day Event – Director Kubash confirmed that a Shred Day event was scheduled for May 14, 2022 from 9am-12pm with Shred Hub.

Committee Reports: There were no committee reports.

Director's Report: The director's report was reviewed, discussed, and filed. Director Kubash mentioned that the ceiling tile project materials had arrived and work was slated to start on October 18, 2021. After discussion with the construction company, it was not deemed necessary to close the library for the project.

New Business:

Pay rate adjustment – On a motion from Trustee Donovan and seconded by Trustee Clark, the board approved combining staff member B. LaForge’s two rates of pay into one rate of \$12.38.

2022 Library budget – On a motion from Trustee Donovan and seconded by Trustee Clark, the board approved the 2022 Library budget as presented.

2022 Library calendar – On a motion from Trustee Clark and seconded by Trustee Donovan, the board approved the 2022 Library calendar as presented.

Other Business: Trustee Jameson inquired about the decrease in eBook circulation noted in the statistics report. Director Kubash replied that she believed the eBook circulation was artificially inflated in 2020 because of the pandemic. Trustee Jameson also asked Director Kubash to compile a list of possible projects the library would like to see completed this year. Director Kubash said she would talk with the Department Heads about compiling a wish list and mentioned that she had earmarked two projects for the near future: moving the server room and refreshing the adult department with some new furniture and shelving. She did say that it might not be possible to complete these projects by year’s end due to general shipping delays.

The meeting was adjourned at 7:17 p.m.