

Comstock Township Library  
Board of Trustees Meeting Minutes  
November 8, 2021

**Board Members Present:** Joe Calvaruso, Andrea Clark, Shari Donovan, Karen Jameson, Felicia Sidney

**Absent:** 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 Donovan and seconded by Trustee Calvaruso, the agenda was adopted as presented.

**Minutes:** Director Kubash noted that the minutes had been amended to further clarify the staff member's two rates of pay being combined into one. On a motion from Trustee Sidney and seconded by Trustee Clark, the board approved the minutes of the October 11, 2021 regular meeting as amended.

**Treasurer's Report:** Director Kubash noted two large bills that had been paid in October: the automation system renewal with TLC and the RFID equipment purchase from Bibliotheca. She also noted that the ceiling tile project bill was still outstanding for this year.

**Bills:** On a motion from Trustee Calvaruso and seconded by Trustee Clark, the board approved the October 2021 checks and payments totaling \$63,935.22.

**Unfinished Business:** There was no unfinished business.

**Committee Reports:** There were no committee reports.

**Director's Report:** The director's report was reviewed, discussed, and filed. Director Kubash confirmed that the ceiling tile replacement project was complete and the new ceilings look fantastic. She also noted that the company, Bouma-Betten, were a pleasure to work with on the project.

**New Business:**

*Personnel Policy Benefits update* – On a motion from Trustee Donovan and seconded by Trustee Sidney, the board approved the Benefits policy as presented, allowing for 30 hour per week employees to have pro-rated holiday, personal, and vacation time off.

*Service Policy Meeting Rooms update* – Director Kubash explained that more people are starting to ask about reserving the Heritage Meeting Room and that the inquires had prompted a review of the Meeting Room policy. On a motion by Trustee Calvaruso and seconded by Trustee Clark, the board approved the Meeting Room policy update as presented.

**Other Business:**

*Potential 2022 Projects* – The board reviewed the list of possible projects for next year. Trustees agreed that a refresh of the adult services area would be a priority. After discussion it was decided to wait until early 2022 to move forward on any projects. Director Kubash mentioned that, while she'd neglected to put it on the list, new meeting tables and chairs were to be purchased as that was part of the \$15,000 H.O.P.E. grant the library received from Michigan Humanities this year.

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