

Comstock Township Library
Board of Trustees Meeting Minutes
April 12, 2021

Note: although the library closed at 6:00 p.m. public access to the meeting remained available as the doors allowing access to the board meeting room remained open.

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

Absent: none

Staff: Library Director Emily Kubash

Audience: none

Call to Order: The meeting was called to order by Trustee Jameson at 7:05 p.m.

Public Comment: There was no public comment.

Approval/Amendment of the Agenda: Director Kubash made the following amendment to the agenda: add *Director Evaluation* to Unfinished Business. On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the agenda was adopted as amended.

Minutes: On a motion from Trustee Hatfield and seconded by Trustee Calvaruso, the board approved as amended the minutes of the March 8, 2021 regular meeting and the March 8, 2021 closed meeting.

Treasurer's Report: Director Kubash noted that the Salaries and Wages figures were short one pay period for the month. Trustee Jameson noted that the budget was in good shape so far with 80% of revenues already received.

Bills: On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the March 2021 checks and payments totaling \$37,283.64.

Unfinished Business:

Fiscal agency agreement update – Director Kubash reported back from her phone conversation with Attorney Seurnyck on March 10, 2021. After discussion, the board agreed to wait until the 2020 Administrative Fund Fee was assessed before deciding to move forward with an official agreement.

Director evaluation – It was noted that the director's bonus awarded her at the March 8, 2021 regular meeting did not have official approval. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board awarded the director a one-time \$6000 bonus based on her 2020 performance evaluation.

Committee Reports: There were no committee reports.

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

Director Kubash updated the board on the study room wall that collapsed and noted that significant repairs would need to be made before the rooms could safely be used again. After discussion, the board asked Director Kubash to compile a report on the use of the rooms and possible alternatives to them and the floor space that might better align with current library and patron needs.

Director Kubash noted that given how slow traffic has been in the library building as of late, it seems reasonable and safe to stay open to the public for now. She will keep the board informed of any changes and monitor any recommendations from the local health department.

New Business:

LED lighting replacement – Director Kubash shared a photo of the current lighting that shows the difference in light quality produced by the florescent fixtures. On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved the LED update plan and to move \$10,000 from fund reserve to the Capital Outlay budget line to cover project costs.

Insurance, Vacation, and Pension Personnel Policy updates – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the *Insurance, Vacation, and Pension* policy updates.

Checkout, Renewal & Replacement Service Policy update – Director Kubash showed the board two examples of the new “kits” that will begin to circulate soon. There will be both youth and adult kits available on a variety of themes and with different activities. On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the *Checkout, Renewal & Replacement* policy update.

Other Business: Director Kubash shared a copy of the *Comstock Connect* Township Newsletter with the board. It includes a page of information about the library.

The meeting was adjourned at 7:40 p.m.