

Comstock Township Library
Board of Trustees Meeting Minutes
June 14, 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: Emily Kubash, Library Director

Audience: none

Call to Order: The meeting was called to order by Trustee Jameson at 7:04 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: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the minutes of the May 10, 2021 regular meeting.

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

Bills: On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the May 2021 checks and payments totaling \$53,909.76.

Unfinished Business:

Study Rooms – The board discussed how to move forward with the study rooms. After reviewing staff input and the extent to which the rooms would need to be repaired, it was decided to remove the current structure and repair the wall damage. The space will then be outfitted with semi-private booths or carrels with better overall ventilation. Director Kubash will move forward with contacting Library Design to have the current structure removed and present the replacement options at a later date. Trustee Calvaruso mentioned checking with a Grand Rapids company, Xibitz, to see if they could offer an option for the new furniture pieces.

Committee Reports: There were no committee reports.

Director's Report: Director Kubash noted that the library will be expanding back to full hours starting July 6, 2021. Trustee Jameson would like to move forward on a quote for replacing the library's security gates. After discussion it was decided that Director Kubash will work on a proposal to update the security gates, self-check, and RFID pads. The security gates have been malfunctioning on and off. All of the RFID equipment is 10+ years old. Trustee Donovan said she is interested in the upcoming Trustee 101 webinars. Director Kubash will register her for the sessions.

New Business:

Internet Access, Use, & Safety Policy Update

Internet Access (Wi-Fi) for Patron-Provided Equipment Policy Addition – Director Kubash reported that the mobile hotspots can be retroactively filtered. She checked with several other area libraries who use the same filtering service for their hotspots and they reported no issues with the service. The board discussed the pros and cons of applying a low-level internet filter. On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the *Internet Access* service policy update and *Internet Access (Wi-Fi)* addition which includes adding a low level sexual content filter to the library's internet access.

Displays & Distribution of Non-Library Materials Policy Update – On a motion from Trustee Hatfield and seconded by Trustee Clark, the board approved the *Displays* service policy update.

Checkout, Renewal, & Replacement Policy Update – On a motion from Trustee Donovan and seconded by Trustee Sidney, the board approved the *Checkout* service policy update.

AC unit replacement proposals – On a motion from Trustee Hatfield and seconded by Trustee Calvaruso, the board approved the R.W. LaPine AC unit replacement quote.

Other Business: There was no other business.

The meeting was adjourned at 7:39 p.m.