

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

**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 7:01 p.m.

**Public Comment:** There was no public comment.

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

**Minutes:** On a motion from Trustee Donovan and seconded by Trustee Clark, the board approved the minutes of the June 14, 2021 regular meeting.

**Treasurer's Report:** The Treasurer's Report and 2020 Audit Report were reviewed. Director Kubash distributed a 2020 Final Budget Report to the trustees.

**Bills:** On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the board approved the June 2021 checks and payments totaling \$46,266.21.

**Unfinished Business:**

*Study Rooms* – Director Kubash reported that the remaining study room walls were removed last week by Library Design. The walls and columns will need some minor repairs and there is a section of floor trim missing that will need to be replaced. Director Kubash and staff will start work on a space plan for the area. There are several library companies that Director Kubash can contact for options on study furniture.

*Ceiling Tiles* – After a long time with no issues, Director Kubash reported that more ceiling tiles have come loose in the main library area. It was decided that this project is a priority. Director Kubash has already contacted two construction companies and will reach out to May General Contracting for an updated bid as well.

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

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

**New Business:**

*Remote Work personnel policy update* – On a motion from Trustee Hatfield and seconded by Trustee Donovan, the board approved the *Remote Work* personnel policy update.

*Updating RFID self-check, security gates, and readers* – Director Kubash explained that the quote had been updated to provide the two software programs for free for one year and to include free removal of the old security gates. She stated that two of the training modules might not be needed, however, she did feel the Self Check Implementation one would be useful. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the Bibliotheca quote with the changes noted above for \$21,958.35.

*Wage & Salary committee* – It was decided that Trustee Jameson and Trustee Donovan would serve on the Wage & Salary committee along with Director Kubash. The committee will meet in mid to late August to review wage and salary rates for the 2022 budget year.

*Building discussion* – The board discussed options were the Township offices ever to move from the current shared building. There was consensus that the library could not use the Township portion of the building as it stands now, as it is too disconnected from the library side. Should a decision have to be made, the process would start with several trustees meeting with Township officials to discuss potential options.

**Other Business:** Trustee Hatfield inquired as to whether the library board packets could be emailed to Trustees, rather than printed and mailed. Director Kubash said she certainly could do that instead. She will start with emailing out the draft meeting minutes for the July 2021 meeting and will send the August 2021 packet via email. Printed packets would still be available for any trustee who would like one as well.

The meeting was adjourned at 7:41 p.m.