

Comstock Township Library
Board of Trustees Meeting Minutes
August 9, 2021

Board Members Present: Joe Calvaruso, Shari Donovan, Dorothy Hatfield, Karen Jameson

Absent: Andrea Clark, Felicia Sidney

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: Trustee Hatfield made the following amendment to the agenda: add *Shred Day* to New Business. On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the agenda was adopted as amended.

Minutes: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the minutes of the July 12, 2021 regular meeting.

Treasurer's Report: The Treasurer's Report was discussed. Director Kubash shared that she had asked Treasurer Padgett if and when the library could expect the Township to assess the Administrative Fund Fee this year. Treasurer Padgett did not have a timeframe for when the fee would be charged but did indicate it would be charged for services rendered on behalf of the library in 2020.

Bills: On a motion from Trustee Hatfield and seconded by Trustee Donovan, the board approved the July 2021 checks and payments totaling \$60,968.53.

Unfinished Business:

Ceiling tile replacement – Director Kubash reported that one ceiling replacement quote had been procured and one more was forthcoming. She expected both to be presented at the September meeting. Upon request of the board, Director Kubash will see if a sample of the replacement tile can be seen before official approval. Director Kubash also noted that the library will need to close for about a week during the demolition portion of the project.

Committee Reports: There were no committee reports. Trustee Jameson noted that the Wage & Salary committee would be scheduling a meeting later in August.

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

New Business:

Parking lot remove and replace – The board reviewed the quote the Township provided to have the upper and lower parking lots replaced, with the cost split evenly between the Library and Township. Director Kubash noted that the Township board had not yet approved this project and that it was dependent upon their approval. On a motion from Trustee Calvaruso and seconded by Trustee Hatfield, the board approved the parking lot project with the library's portion of \$21,650 to be transferred from fund balance.

The board discussed the possibility of Trustee Jameson, as Board President, meeting with the Township Supervisor to discuss any future projects on the Township's agenda. Director Kubash mentioned that the Township has an active Capital Improvement Plan and said she would email a link to it to the Library Board Trustees.

E-Rate and ECF funding – The board discussed the anticipated federal funding that will help cover the costs of internet and mobile hotspot service.

New electronic services – The board discussed the two new electronic services, Tutor.com and Niche Academy. Trustee Jameson said that she was familiar with Tutor.com and was glad to see the Library offering it. Director Kubash confirmed that the new service will be promoted heavily at the start of the school year.

Shred Day – Trustee Hatfield inquired about the possibility of having a Shred Day Event this fall. Director Kubash confirmed she would look into scheduling something for a Saturday morning later this year. This program has been offered before and proved very popular.

Other Business: There was no other business.

The meeting was adjourned at 7:29 p.m.