

Comstock Township Library
Board of Trustees Meeting Minutes
September 13, 2021

Board Members Present: Andrea Clark, Dorothy Hatfield, Karen Jameson, Felicia Sidney, Joe Calvaruso (attending remotely by phone)

Absent: Shari Donovan

Staff: Emily Kubash, Library Director

Audience: none

Call to Order: The meeting was called to order by Trustee Jameson at 7:02 p.m.

Public Comment: There was no public comment.

Approval/Amendment of the Agenda: On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the agenda was adopted as presented.

Minutes: On a motion from Trustee Hatfield and seconded by Trustee Clark, the board approved the minutes of the August 9, 2021 regular meeting.

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

Bills: On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the board approved the August 2021 checks and payments totaling \$42,296.43.

Unfinished Business:

Ceiling tile replacement – The board discussed the ceiling tile replacement proposal and quotes. Director Kubash noted that she contacted two other construction companies for additional quotes but did not hear back from either of them. Sample ceiling tiles from Bouma-Betten were shared and appear a very close match to the existing tiles. Trustee Calvaruso asked what the library's policy was regarding the procurement of quotes. Director Kubash replied that the *Financial Policy* indicates the director should "solicit bids from at least 2 qualified bidders, if possible." On a motion from Trustee Calvaruso and seconded by Trustee Clark, the board approved the Bouma-Betten proposal to replace the damaged ceilings and to transfer up to \$31,000 from fund reserve to cover the project cost.

Committee Reports: Trustee Jameson gave a report from the Wage & Salary committee meeting on August 17, 2021. Based on recent consumer price index changes, the committee advised a 2.5% increase for current wages and salaries in 2022. No changes were proposed to the starting wage and salary rates. The committee also advised the decrease of one staff member's in lieu payment, from \$15,000 to \$12,000, in 2022.

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

New Business:

2022 staff wages & salaries – On a motion from Trustee Jameson and seconded by Trustee Hatfield, the board approved a 2.5% pay increase for 2022.

2022 library budget draft – The board reviewed the draft budget for next year. Director Kubash noted that the 2022 library budget will be presented for official approval at the October board meeting.

Discussion of filtering mobile hotspots – Director Kubash explained that recent changes to the Emergency Connectivity Fund (ECF) program now require mobile hotspots to be filtered for explicit sexual content in order to be compliant with the Children's Internet Protection Act (CIPA). A low-level sexual content filter must now be enacted in order for the library to apply for and receive these federal funds. The board discussed the pros and cons of filtering mobile hotspots.

Proposed update for Internet Access, Use, & Safety Policy – On a motion from Trustee Sidney and seconded by Trustee Clark, the board approved the policy update, which includes the addition of a low-level sexual content filter to the library's mobile internet hotspots.

Other Business: Trustee Jameson gave a report on her meeting with the Comstock Township Supervisor.

The meeting was adjourned at 7:28 p.m.