

Comstock Township Library
Board of Trustees Meeting Minutes
January 11, 2022

Board Members Present: Joe Calvaruso, Andrea Clark, Shari Donovan, Dorothy Hatfield (arriving at 7:10 p.m.), Felicia Sidney

Absent: Karen Jameson

Staff: Library Director Emily Kubash

Audience: one member of the public was present

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

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Clark and seconded by Trustee Sidney, the board approved the minutes of the December 13, 2021 regular meeting.

Treasurer's Report: Director Kubash noted that this was not the final budget for 2021 as invoices dated in 2021 would continue to be paid out of this budget until about mid-February. She also noted that while several budget lines were overspent, the department budgets were all solvent.

Bills: On a motion from Trustee Sidney and seconded by Trustee Clark, the board approved the December 2021 checks and payments totaling \$53,251.77.

Unfinished Business: There was no unfinished business.

Committee Reports: There were no committee reports.

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

New Business:

Letter regarding attorney fees – On a motion from Trustee Donovan and seconded by Trustee Sidney, the board approved the increased rate for retaining the services of Attorney Anne Seuryneck with Foster Swift. Director Kubash will send the firm a copy of the letter that was presented to the board and signed by Trustee Calvaruso.

Dress Guidelines Personnel Policy addition – On a motion from Trustee Sidney and seconded by Trustee Donovan, the board approved the addition of the Dress Guidelines Personnel Policy.

Safety Personnel Policy revision – On a motion from Trustee Donovan and seconded by Trustee Clark, the board approved the revision of the Safety Personnel Policy.

Pandemic Safety & Emergency Preparedness Personnel Policy addition – On a motion from Trustee Clark and seconded by Trustee Sidney, the board approved the Pandemic Safety & Emergency Preparedness Personnel Policy addition to go into effect only if/when federal OSHA or MiOSHA enacts a vaccine mandate.

Director Evaluation – Director Kubash noted that a blank evaluation form and self-addressed stamped envelope had been provided to each Trustee for them to fill out and return to Trustee Jameson, who will then compile them. The director evaluation meeting will take place at either the February or March board meeting.

Other Business:

Building update – Director Kubash gave an update on the current status of the building and her recent talk with Superintendent Hess.

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