

Comstock Township Library
Board of Trustees Meeting Minutes
October 10, 2022

Board Members Present: Andrea Clark, Shari Donovan, Karen Jameson, Felicia Sidney, Jim VanSweden

Absent: Joe Calvaruso

Staff: Library Director Emily Kubash

Audience: There were no members of the public present.

Call to Order: The meeting was called to order by President Jameson at 7:00 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 Sidney and seconded by Trustee Clark, the board approved the minutes of the September 12, 2022 regular meeting.

Treasurer's Report: The treasurer's report was reviewed, discussed, and filed.

Bills: Director Kubash noted that the Township had assessed the Admin Fund Fee for services rendered in 2021 and that it was just slightly higher than the previous year's fee. On a motion from Trustee Donovan and seconded by Trustee Clark, the board approved the September 2022 checks and payments totaling \$64,827.26.

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:

2023 Library budget – On a motion from Trustee Donovan and seconded by Trustee Sidney, the board approved the 2023 Library budget as presented.

2023 holiday discussion – Director Kubash discussed with the board the possibility of changing the holiday schedule for next year. This would include removing MLK and Presidents' Day as a

floating and closed holiday respectively. The library would remain closed on Veterans Day for a staff in-service day. To offset the changes, the library would close on the day after Thanksgiving and would institute a Personal Holiday for eligible staff members to take off with pay a significant day of their choosing. The board was amenable to this plan. The library schedule will be presented for approval at the November board meeting.

Checkout, Renewal, & Replacement Policy update – Director Kubash showed the board one of the Vox Books that are being added to the Youth Services collection. On a motion from Trustee Clark and seconded by Trustee Sidney, the board approved the policy update incorporating the Vox Books as presented.

Strategic Plan first look – The board reviewed the Strategic Plan Proposal put forth by Fast Forward Libraries LLC. After discussion, trustees agreed they are interested in pursuing this project. President Jameson asked if Lead Consultant Amanda Standerfer would be willing to have a conference call with the board at the November meeting so that questions could be asked and answered. Director Kubash will reach out to Amanda to see if it is possible to schedule a call. Trustees can email questions they have to Director Kubash who will compile them and forward to Amanda. Director Kubash also noted that she will send the board examples of finished strategic plan documents from other libraries who have used this company.

Other Business: Director Kubash noted an updated board contact list was included in the packet.

The meeting was adjourned at 7:45 p.m.

Shari Donovan
Secretary/Treasurer

Date