

Comstock Township Library  
Board of Trustees Meeting Minutes  
September 12, 2022

**Board Members Present:** Joe Calvaruso, Andrea Clark, Shari Donovan, Karen Jameson, Felicia Sidney

**Absent:** none

**Staff:** Library Director Emily Kubash

**Audience:** Resident Jim VanSweden

**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 Calvaruso, the board approved the minutes of the June 13, 2022 regular meeting.

**Treasurer's Report:** The treasurer's report was reviewed, discussed, and filed. The board asked Director Kubash if the auditors had asked any questions of the library. She responded that she did have to provide documentation of each employee's personal and vacation time that was carried over from 2021 into 2022. A question was raised as to whether the library had a policy allowing employees to donate paid time off to one another. Director Kubash said that such a policy was not currently in place, but that it would be something she could look to draft for the future.

**Bills:** On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the August 2022 checks and payments totaling \$80,904.42.

**Unfinished Business:** There was no unfinished business.

**Committee Reports:** Trustee Donovan gave a report from the Wage & Salary committee meeting held on August 31, 2022. Based on recent consumer price index changes, the committee recommended a 5% increase for current wages and salaries in 2023, as well as adjusting the starting wage and salary rates.

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

## **New Business:**

*Trustee resignation & board seat vacancy* – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board accepted Dorothy Hatfield’s resignation from the library board.

Jim VanSweden introduced himself to the board and stated that he was interested in being appointed to fill the vacant seat. On a motion from Trustee Donovan and seconded by Trustee Clark, the board appointed Jim VanSweden to fill the vacant library board seat for the remainder of the term. The trustees welcomed Jim to the board.

*Service Policy updates* – Director Kubash explained that the primary reason for these changes was to align library policy with legal requirements of public spaces and employees. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the Code of Conduct policy update as presented. On a motion from Trustee Donovan and seconded by Trustee Sidney, the board approved the Media Relations policy as presented.

The board reviewed the Media Relations Procedures. Director Kubash noted that much of the original Media Relations Policy points were relocated to this document, as well as items from the library’s *Emergency Action, Business Continuity, and Crisis Communication Plan*.

*Overdrive contract resolution* – Director Kubash explained that some issues had come up in the group of libraries Comstock participates with for Overdrive service. She also explained the process by which materials are selected for the collection. The Overdrive group sought a legal opinion and it was recommended that each library’s board make a motion to ensure we are operating legally. On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board delegated authority to the Southwest Michigan Digital Library Overdrive coordinator to negotiate contracts with Overdrive, to set an annual budget for the collection on behalf of the group, and to delegate collection development authority to Overdrive.

*Dolly Parton Imagination Library* – The board discussed the library’s potential participation in the program. Director Kubash said only residents of the library’s service area would be eligible for participation. Library staff would use the *Kalamazoo County Street Directory*, the same publication that is used to validate residency for a library card, to determine eligibility. Director Kubash also noted that a minimum of \$1,000 in grant money could be put towards the cost of the program each year. On a motion from Trustee Calvaruso and seconded by Trustee Donovan the board approved the library’s participation in the Dolly Parton’s Imagination Library program starting in 2023.

*2023 wages & salaries* – On a motion from Trustee Calvaruso and seconded by Trustee Clark, the board approved the following wage and salary changes in 2023: Page starting rate to

\$11.00, Library Associate to \$13.50, Librarian to \$18.25, Department Head to \$41,000, Director to \$61,000; a 5% increase for all staff not affected by the starting wage adjustments.

*2023 draft budget* – President Jameson noted that the trustees could review the draft budget and bring any questions to the October meeting, when the budget will be officially voted on and adopted.

**Other Business:** There was no other business.

The meeting was adjourned at 7:43 p.m.