

Comstock Township Library
Library Board Meeting
April 10, 2017

APPROVED

BOARD MEMBERS PRESENT: Karen Jameson, Jill LeBeau, Sue Marietta, Mardell Terpstra

ABSENT: Joe Calvaruso, Shari Donovan,

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:03 pm.

PUBLIC COMMENT : N/A

APPROVAL/AMENDMENT OF THE AGENDA: Trustee Terpstra moved to accept the agenda as presented, Trustee LeBeau seconded the motion, which passed.

MINUTES: Trustee Marietta moved to accept the minutes of the March 13, 2017 Library Board Meeting as presented, Trustee LeBeau seconded the motion, which passed.

TREASURER'S REPORT:

1) Trustee Jameson inquired as to the status of the Director's insurance. The Director reported it was discovered the H.S.A. was taken from the hospitalization line instead of the H.S.A. line. The township is in the process of correcting it. The Director also explained that all issues with 2016 bills being put on 2017 budget have been resolved and reconciled, thanks in large part to Jo Hinga spending hours reconciling the reports for Dec 2016 – March 2017.

2) Trustee Jameson asked for clarification on the technology budget, which showed 86% spent. Director Stuart noted that the entire TLC bill comes due in January now, so the budget is in good shape.

3) Trustee Marietta asked for clarification on the allocated income line balance, the Director explained that is taxes paid.

4) Trustee Terpstra asked about the percentage balance for Grounds Maintenance. Trustee Jameson explained that the charges by the township for the maintenance supervisor's lawn care and other services were not accounted for in the budget since they have just started billing us for these services. The adjustment has not been done by the Township yet. The fees will be included in 2018's budget.

BILLS: Trustees Jameson and LeBeau had ALA bills to turn in. Trustee LeBeau moved to accept the bills in the amount of \$183,885.10, Trustee Terpstra seconded the motion, which passed.

UNFINISHED BUSINESS:

1) Director Stuart explained the proposed changes in the Thread bid (Custer), which included adding a third area and changes in the table mounting. Trustee Terpstra moved to accept the revised bid in the amount of \$6,484.60, Trustee LeBeau seconded the motion, which passed.

2) Director Stuart asked permission to close the Library at 6:00 pm on Thursday, May 25th, so that carpet can be removed from the areas Thread is to be laid. This would avoid overtime for the Custer Thread installers and allow the project to be done over the Memorial Day weekend. Myla will be here whenever the workers are present. Trustee LeBeau moved to approve closing at 6:00 pm on May 26th, Trustee Marietta seconded the motion, which passed. Timely notifications will be given to the public regarding closing.

3) Director Stuart invited the Trustees to look at the carpet and vinyl samples after the meeting and help make a choice.

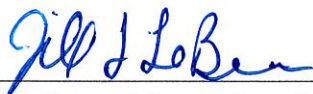
COMMITTEE REPORTS N/A

DIRECTOR'S REPORT: There were no questions on the Director's Report.

NEW BUSINESS: Director Stuart reported that she had found a mobile hotspot provider through Techsoup. She would like to purchase 10 units, which would only be \$50.00 more than the original bid for 2 units. The coverage would be the same, but the fee is just \$120.00 a year per unit. The policy for circulation is already written. Trustee LeBeau moved to purchase 10 units, Trustee Terpstra seconded the motion, which passed.

OTHER BUSINESS: The Director highlighted several upcoming programs. Trustee Jameson commended the new youth librarian on her report.

The meeting was adjourned at 7:20 p.m.



Jill LeBeau, Library Board Secretary



Date