

Comstock Township Library
Minutes of the April 9, 2018
Library Board Meeting

APPROVED

BOARD MEMBERS PRESENT: Joe Calvaruso, Shari Donovan, Dorothy Hatfield, Karen Jameson, Jill LeBeau, Mardell Terpstra

ABSENT : N/A

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:03 p.m. Trustee Hatfield was welcomed to the Board.

PUBLIC COMMENT : NA

APPROVAL/AMENDMENT OF THE AGENDA: Trustee Calvaruso moved approval of the agenda as presented, Trustee Donovan seconded the motion, which passed.

TREASURER'S REPORT: The interest earned in the Fund Reserve for March was \$79.68. Trustee Calvaruso was given the bank statements for the fund reserves to look over. Trustee Jameson asked if the Revenue and Expenditure report was ever going to show the correct balances and percentages. The Director explained that the Township Clerk is still working transferring the old account numbers to the new. The transfer information has been sent to BS&A.

BILLS: The Director explained that the report sent out was the Township's bill list as the Library's was not ready in time for mailing. She did have a detailed report now if there were any questions on expenditures. Trustee Calvaruso moved approval of the March 2018 bills in the amount of \$27,768.23. Trustee Donovan seconded the motion, which passed.

MINUTES: Trustee Terpstra moved approval of the minutes of the March 12, 2018 minutes. Trustee LeBeau seconded the motion, which passed.

UNFINISHED BUSINESS:

1) Fiber Optic Update: The Fiber Optic lines have been installed and Rostam has officially switched everything over. Spectrum Internet will be disabled on Friday, April 13, 2018. Staff is noticing the upgrade in speed.

2) Social Media Policy: There were no questions on the proposed policy. Trustee Donovan asked the total number of staff posting items. It is limited to Department Heads and 1 Youth Department employee. Trustee Calvaruso moved to adopt the policy, Trustee LeBeau seconded the motion. The policy was adopted.

NEW BUSINESS:

1) Memorial for Elaine: The Board expressed its condolences for the passing of Children's Assistant Librarian, Elaine Gillis. Elaine had been an employee for 44 years and the board stated that she will be missed. She was such a big part of the community for many many years. The Library is thinking of hosting a remembrance day on June 30th, and the library was the designated recipient for memorial donations by the family. A mural in the youth department may be considered as a possible memorial.

2) Benefit clarification for part-time employees: The director explained that several part-time employees working under 20 hours were getting benefits. This was not stated in the employee manual and she questioned whether the board wanted to update the manual and clarify the number of hours required. After discussion Trustee Calvaruso moved to grandfather in Jo Hinga and Anita O'Halloran at their present status and all new employees will only earn benefits if hired as a regular part-time employee at 20 hours a week. Trustee Donovan seconded the motion, which passed.

3) Medical Leave of Absence Policy: The Director explained the problems with benefits and staff coverage in having a leave policy that extended beyond 90 days . Since FMLA was mandatory, she would like to drop the MLOA policy. After discussion Trustee Donovan moved to strike the MLOA policy, Trustee Hatfield seconded the motion. Motion passed. The Personal Leave of Absence (PLOA) policy will remain in effect to allow for flexibility.

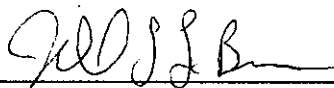
4) Skylight: The Director reported that the skylight above the Reference leaked after Sunday night's heavy rain. Sheriff Goslin was contacted and will be out to see what can be done. The skylight is over 30 years old and at the time the roof was replaced it was noted that it would need replacement. After Mr.Goslin has examined the skylight, the director will proceed with a temporary/permanent fix.If necessary she will get bids on replacing the entire skylight.

OTHER BUSINESS:

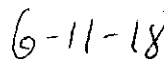
1) The director noted that the Yard sale is scheduled for June 9th. Spots are still available.

2) Trustee Hatfield admired the "family" feel of the library and noted the staff considers itself a family, which contributes to the fell.

The meeting was adjourned at 7:45 pm.



Jill LeBeau, Library Board Secretary



Date