

Comstock Township Library
Library Board Meeting
August 14, 2017

APPROVED

BOARD MEMBERS PRESENT: Shari Donovan, Karen Jameson, Jill LeBeau, Mardell Terpstra

ABSENT: Joe Calvaruso, Sue Marietta

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: Jim Miars, Corporate Technologies

CALL TO ORDER: The meeting was called to order by Trustee Jameson, at 7:00 pm.

PUBLIC COMMENT: Mr. Miars gave a presentation on Corporate Technologies. They are now providing IT service to the Township and the Community Center. He offered to discuss this in further detail if we so desire.

APPROVAL / AMENDMENT OF THE AGENDA: Director Stuart asked to add several requests and adjustments as noted in the handouts to the agenda under New Business. Trustee Terpstra moved approval, Trustee LeBeau moved support. The amended agenda was approved.

MINUTES: Trustee Donovan moved approval of the minutes as written, Trustee Terpstra seconded the motion, which passed.

TREASURER'S REPORT: Trustee Terpstra asked for an explanation of the \$3000.00 on the Income and Expense Report. The Director explained this was a Fetzer grant that is applied to Children's Programming. Trustee Jameson commented that the percentage of monies spent was in good standing; being at 54.75% overall and we are now in the 7th month. There were no other questions or comments.

BILLS: Trustee Jameson asked if we had received the bill for Dick's services. The Director responded there was a bill from the township for approximately 138.00 for the first 6 months. This is for services Dick provides, not mowing or snow removal. There were no inquiries on the bill listing. Trustee LeBeau moved approval of the bills; Trustee Mardell supported the motion, which passed.

UNFINISHED BUSINESS: Director Stuart noted the new reference librarian, Mallory Heslinger, has started work.

COMMITTEE REPORTS: Wage and Salary Committee.

- 1) Trustee LeBeau recommended approving an additional .5% salary adjustment be given to the staff retroactively for 2017 in December. The board had approved a 2% raise with an addition .5% if the budget allowed. After discussion Trustee LeBeau moved to approve the distribution as a lump sum, not to be added to the base pay scale. Trustee Donovan seconded the motion, which passed.
- 2) Trustee Jameson noted that the Wage and Salary Scale needed to be updated to account for the rise in minimum wage to \$9.25 for 2018. She also noted that the line for pages should be deleted as this is no longer a position we have. After discussion on when the last realignment of wages took place, Trustee LeBeau moved approval of the changes, Trustee Donovan seconded and the motion passed.

- 3) Trustee LeBeau reported that the Wage and Salary Committee is recommending a 2.5% raise for 2018. Director Stuart explained that the rough draft version of the 2018 budget she handed out reflected this increase. Trustee Terpstra moved approval of the 2.5% wage increase, Trustee Donovan seconded the motion which passed.

DIRECTOR'S REPORT: Trustee Jameson was pleased that the notary service is being used. The topics in the webinars were interesting.

NEW BUSINESS

1) Director Stuart noted that after 15 years of exceptional service Public Services Librarian Joey Ives will be retiring in September. Search for a new librarian has been started. This is She will let everyone know the date of the farewell party.

2) Director Stuart explained that the draft version of the 2018 budget she handed out for 2018 showed the 2.5% raise, but the final income totals for Renaissance are not yet available and that the State Aid and Penal Fines are always an estimate. She will send out an adjusted budget for 2018 with the next board packet. Additional funds for ALA attendance by the board may need to come out of fund reserve. This can be decided at a later date.

3) Requests for approval:

1) The director requested an addition steel shelf be ordered to replace the wooden one used in the adult department. This would allow more room for material and the shelf would be affixed to the wall for safety. There is enough money in the capital outlay to handle the estimated cost (\$900.00). Trustee Donovan moved approval; Trustee Terpstra seconded the motion, which passed.


2) Director Stuart asked permission for the new Public Services Librarian to attend the TLC workshop for training. Trustee LeBeau moved approval; Trustee Donovan seconded the motion, which passed.

3) Director Stuart asked that \$700.00 be transferred to Line 792-862 from Line 792-961 to cover mileage. Air travel goes into the Conference line, whereas mileage has its own line. This year I am driving staff to the TLCU conference, which is much cheaper than flying. Trustee Donovan moved approval of the transfer, Trustee LeBeau seconded, the motion passed.

OTHER BUSINESS:

- 1) The Director reminded Trustees that the August Meeting will be a discussion and approval of the 2018 Budget. We will not be meeting early this year. Open discussion will take place at 7:00, with the meeting starting thereafter.
- 2) The following upcoming programs were highlighted: Community Yard Sale, September National Library Card Sign-up promotion, and updates from the Township.
- 3) The library's IT service was discussed and changing services at this time was not warranted.

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



Jill LeBeau, Library Board Secretary

9-11-17

Date