

Comstock Township Library
Minutes of the December 21, 2017
Library Board Meeting

APPROVED

BOARD MEMBERS PRESENT: Joe Calvaruso, Shari Donovan, Karen Jameson, Sue Marietta

ABSENT: Jill LeBeau, Mardell Terpstra

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:04 p.m.

PUBLIC COMMENT : NA

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

MINUTES: Director Stuart noted a spelling error on the minutes, Trustee Calvaruso moved approval as corrected, Trustee Donovan seconded the motion, which passed.

TREASURER'S REPORT:

- 1) Director Stuart noted the interest from the Fund Reserve was \$78.58.
- 2) Director Stuart noted that budget line 271-794-71600 needed to be increased by \$20.00 due to a premium increase. Trustee Calvaruso so moved, Trustee Donovan seconded the motion, which passed.
- 3) Director Stuart stated that the payroll information is not on the Revenue Report due to import problems with ADP. She asked that she be given the authority to make adjustments to payroll if needed for the end of December. Trustee Calvaruso moved that the Director be allowed to make budget adjustments not to exceed \$1000.00 for the end of the year, Trustee Marietta seconded the motion, which passed.

BILLS: Trustee Donovan moved approval of the bills in the amount of \$26,142.77, Trustee Marietta seconded the motion, which passed.

UNFINISHED BUSINESS:

- 1) The director explained that the server is being readied for installation.
- 2) Director Stuart presented a quote from CTS to run 2 cable 6 lines for upgraded fiber optic internet service. Trustee Calvaruso moved acceptance of the quote, Trustee Donovan seconded the motion, which passed.

COMMITTEE REPORTS : N/A

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

NEW BUSINESS:

1) Director Stuart explained that the new state required budget codes will not go into effect until March, per the Township.

2) The Director explained that the Revenue Report is not accurate because all payroll figures are missing. The township is working with ADP to correct this.

OTHER BUSINESS: Trustee Jameson asked if the Township will be billing us for check processing. The Director indicated that at her last conversation with Superintendent Hess he agreed that the Township was charged with administering funds.

The meeting was adjourned at 7:25 pm.



Jill LeBeau, Library Board Secretary

1-9-18

Date