

Comstock Township Library  
Minutes of the February 8, 2018  
Library Board Meeting  
AS AMENDED

APPROVED

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

**ABSENT:** Sue Marietta

**STAFF:** Myla-Jean Stuart, Library Director

**AUDIENCE:** N/A

**CALL TO ORDER :** The meeting was called to order by Trustee Jameson at 7:00 p.m.

**PUBLIC COMMENT :** NA

**APPROVAL/AMENDMENT OF THE AGENDA:** Director Stuart added a request to attend the Small and Rural Libraries conference under New Business. Trustee LeBeau moved to accept the agenda as amended, Trustee Terpstra seconded. Motion passed.

**MINUTES:** There were no corrections to the minutes. Trustee Donovan moved approval of the minutes of the January 8, 2018 Library Board meeting, Trustee LeBeau seconded the motion. Motion passed.

**TREASURER'S REPORT:** The Director explained that the Township is in the process of converting General Ledger (GL) numbers, so January's report only shows expenditures, not the beginning balances or income. Trustee Calvaruso asked if the Township was cooperating with us and the Director said they were. There were no questions on the reports.

**BILLS:** Trustee Jameson asked if the payroll had been straightened out, and the Director explained the problems and said it was taken care of. Trustee Calvaruso moved approval of the January <sup>2018</sup> bills for 2017 in the amount of \$12,742.88 and approval of the bills for January 2018 in the amount of \$ 30,759.00. Trustee LeBeau seconded the motion, which passed.

**UNFINISHED BUSINESS:** There were no reports under Unfinished Business. Interest from the Reserve fund was \$84.30.

**COMMITTEE REPORTS :** N/A

**DIRECTOR'S REPORT:** Trustee Jameson commented favorably on the high usage statistics for the Tutor rooms for 2017. The Director mentioned increases in other areas, and that the Hotspots are circulating well.

**NEW BUSINESS:**

1. FMLA POLICY CHANGE: Director proposed a change in the Employee Manual regarding FMLA coverage with regards to the 50 employee rule. Trustee Calvaruso questioned if we were a government entity and the Director will check into the status with an attorney before any changes are made.

**Trustee Jameson had to leave the meeting at 7:18, Trustee Calvaruso took the chair.**

2. The Director requested permission to enter into a contract for Events Signup through Demco to allow patrons to register for events on line. After discussion Trustee Calvaruso moved approval, Trustee LeBeau seconded the motion, which passed.

3. The Director asked permission to enter into a contract with Piper Web to upgrade our current website. Upgrades would make the site more responsive to mobile devices. Trustee Calvaruso noted that he has upgraded the Ford Presidential Museum website several times in the past few years. Trustee LeBeau moved approval, Trustee Donovan seconded the motion, which passed.

4. ALA-Director Stuart asked permission to attend ALA. Trustee Terpstra moved approval for the Director to attend; Trustee LeBeau seconded the motion, which passed.

5. ALA-The Director noted early bird registration ends March 7, and registration information is in the board packet. Several board members expressed interest in attending.

6. The Director explained the on-line download service Hoopla, recommending the library try this pay-as-you-go service for downloading music, ebooks, and audiobooks. The site allows simultaneous use and could save us money. After discussion Trustee Donovan moved approval, Trustee LeBeau seconded the motion, which passed.

7. The Director asked permission to attend April's Small and Rural Library Conference in Michigan. Trustee LeBeau moved approval, Trustee Donovan seconded the motion, which passed.

**OTHER BUSINESS:**

1) Medical Leave of Absence: Director Stuart informed the board that Employee Elaine Gillis is officially on MLOA until the end of April. Discussion on her status after that expires will be determined as we learn more.

2) Trustee Sue Marietta has submitted her resignation for family health reasons. The board was sorry to hear of this.

Public Comment: Jim Meir of Corporate Technologies gave a brief overview of his company's IT services.

Trustee Jameson returned at 7:30.

The meeting was adjourned at 7:36 pm.



Jill LeBeau, Library Board Secretary



Date