

Comstock Township Library  
Library Board Meeting  
February 13, 2017  
Amended Minutes

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

**ABSENT:** Joe Calvaruso

**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 LeBeau moved to accept the agenda as presented, Trustee Terpstra seconded. The motion passed.

**MINUTES:** Trustee Terpstra pointed out that Trustee Jameson was noted as absent and present. Trustee Jameson was absent for the January meeting. Trustee Terpstra asked for additional information on the question of expenses of performers noted in the minutes. Trustee Marietta moved to accept the minutes as corrected, Trustee Donovan seconded. The motion passed.

**TREASURER'S REPORT:** Director Stuart advised the board of errors in the report that are being corrected by the Township Clerk, and errors made by the previous clerk are being uncovered and corrected.

**BILLS:** Director Stuart noted the interest income for December was \$74.15 and January was \$76.97. Trustee Marietta moved approval of the bills in the amount of \$47,927.65, Trustee Terpstra seconded the motion. Motion passed.

**UNFINISHED BUSINESS:**

1. Server Bid: Rostam is still working on bids.
2. Young People's Librarian Search: Kristin Hammond was offered the position and has accepted. Kristin possesses an MLS, a MS in Early Childhood Education, and a BS in Education. She currently teaches K-1<sup>st</sup> grade, and has worked as a school librarian. Starting date is March 6<sup>th</sup>, 2017.
3. Carpeting: Bids are in process. Director Stuart explained the Thread project. Trustee Jameson, Trustee Donovan, and Trustee Marietta volunteered to serve on a committee to review carpeting bids, carpet choices and scheduling. Director Stuart will notify them when all bids are in.
4. Director Stuart noted that the name plates for Trustees have now been updated.

**COMMITTEE REPORTS: N/A**

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

**NEW BUSINESS:**

1. Request for addition shelving. Director Stuart explained the current set up for game storage and the reasons for the request. She noted that the health insurance costs did not come in as high as anticipated and there is enough money in the current budget to cover this expenditure. After discussion of the needs and bids, Trustee LeBeau moved to accept the combined bid from Demco and move funds not used in other budget lines to the capital outlay budget. Trustee Donovan seconded the motion, which passed.

2. QSAC certification: Trustee Jameson thanked the Director for the work put into obtaining the certification.

3. Fund Transfer: Director Stuart explained the request for \$9000.00 from the Fund Reserve to line 271-797-93130 was to cover the three-year contract with TLC that was approved in December, and an additional \$2000.00 was needed in line 271-796-934 938 to cover the grounds maintenance bill from the Township. Trustee Marietta moved that \$11,000.00 be reallocated from the Fund Reserve to the appropriate lines to cover expenses. Trustee Terpstra seconded the motion, which passed.

**OTHER BUSINESS**

- 1) Trustee Jameson thanked the Library Board for the flowers and cards sent to her husband. He is home and improving.
- 2) Director Stuart noted the upcoming programs for the spring.

The meeting was adjourned at 7:40 pm.



Jill LeBeau, Library Board Secretary



Date