

Comstock Township Library
Minutes of the January 8, 2018
Library Board Meeting

APPROVED

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

ABSENT: Sue Marietta, Mardell Terpstra

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

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

PUBLIC COMMENT: NA

APPROVAL/AMENDMENT OF THE AGENDA: Trustee Jameson added a discussion of Long Range Goals under New Business. Trustee Calvaruso approved the agenda as amended; Trustee Donovan seconded the motion, which passed.

MINUTES: Trustee Calvaruso moved approval of the minutes of the December 2017 Library Board Meeting, Trustee LeBeau seconded the motion, which passed.

TREASURER'S REPORT: Director Stuart indicated that \$78.11 interest was earned in the Reserve Fund, and the Revenue and Expense report for December did not show any payroll figures (including pension and FICA). The figure for allocated income shows 2018 taxes paid in December of 2017. Trustee Calvaruso noted that this has been happening for years and has yet to be resolved. The Township is still having trouble importing figures into the BSA software from ADP. There were no questions on the treasurer's report.

BILLS: There were no questions on the bills. Trustee Donovan moved approval of the bills in the amount of \$12,998.89, Trustee LeBeau seconded the motion. Motion passed.

UNFINISHED BUSINESS: The Director noted that the server and computers have been updated to Windows 10, and the server migration will begin as soon as the fiber optics are installed. Fiber optic lines have been run, and CTS should be out in the near future to install the junction box.

COMMITTEE REPORTS: N/A

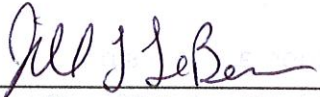
DIRECTOR'S REPORT: Trustee Jameson was pleased to see that the Youth Librarian was teaching classes at Stem. It was noted that there was a good attendance at the Holiday Open House. She also noted that the price increase by Commercial Building Services was not surprising and we needn't get more bids.

02/12/2018

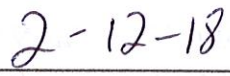
NEW BUSINESS: Director Stuart updated the Board on the cost increase by the janitorial service we use. The Board was in agreement to continue with the contract. The capital improvement plans for the next two years were reviewed. This year we are upgrading computers, next year we will be addressing carpeting and painting the lower level of the library. The Director will report back on funds needed to replace the refrigerator.

OTHER BUSINESS: Upcoming events were highlighted. The Director announced that Bell's Brewery is having a Spell Off and the library will be the beneficiary of funds raised. She invited all to join her at Bell's Café. She explained the Girls who Code project.

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



Jill LeBeau, Library Board Secretary



Date